



Resident Information:

Full Name: _____

Emergency Contact Name 1: _____

Phone Number: _____

Emergency Contact Name 2: _____

Phone Number: _____

Resident Initials _____

House Rule Summary:

Our program offers a structured sober living environment that emphasizes accountability, mutual respect, and a strong commitment to recovery. These guidelines ensure the safety, growth, and success of all residents. Please note that this is not a treatment center or a higher level of care such as a PHP or IOP program. This residence provides a secure setting, promoting accountability, community, and resources to support your personal growth.

From the moment you joined our facility, our main goal has been to help you achieve and maintain long-term sobriety. We have dedicated our resources and expertise to give you the tools and environment needed for your recovery. However, should you choose to discontinue your participation in our program, we must inform you that we cannot be held responsible or liable for any future choices, actions, or consequences. By leaving against our recommendations, you assume full responsibility for your well-being and any challenges you may face.

Program Fee

PHASE 1

All residents start at Phase 1, regardless of prior recovery efforts.

Phase 1 is a 30-day introductory period with the following requirements for advancement to Phase 2:

1. Follow all house rules
2. 10:30 PM curfew Monday-Friday
3. 11:30 on weekends if you are working or fellowshipping
4. Attend five weekly 12-step meetings
5. Maintain a 40-hour weekly schedule of work, school, treatment, or volunteer/community service.
6. Pay program fees on time, specifically on Fridays.
7. Attend house meetings and residence-sponsored events.
8. Have a 12-Step sponsor and actively participate in the 12 steps.
9. Completed the fifth step.
10. Join a homegroup.
11. Meet with the sponsor weekly.

If you do not have a job or in school you have to be out of the house from the time frame of 9-4 seeking employment.

Failure to meet Phase 1 criteria within 30 days, or failure to attend required meetings/complete chores results in a 9 PM curfew until compliance is achieved. Rule violations also result in a 9 PM curfew.

PHASE 2

Phase 2: Residents advance after 30 days and meet Phase 1 criteria. They must meet the same criteria as Phase 1, with these additions:

1. Eligible for overnight passes with CRRA approval.
2. Curfew is 10:30 pm on weekdays and 11:30 PM on weekends no matter the reason
3. Required to attend five or more meetings a week, but no longer with another resident.
4. Actively participate in Home Groups and take on a service commitment.

Successful Completion

A resident completes the program after transitioning to Phase 2, achieving recovery goals, and maintaining stability to live independently. The resident determines the length of stay.

No refund policy:

Our program is committed to maintaining a positive and supportive environment for all participants. As part of this commitment, we have established a strict no refund policy. This policy applies to individuals who voluntarily choose to remove themselves from the program due to poor conduct or substance use, including instances of intoxication from alcohol or drugs.

We believe that each individual's commitment to their personal growth and recovery is crucial. Therefore, if a participant decides to leave the program as a result of their own actions, whether it be due to inappropriate behavior or succumbing to substance use, we cannot issue refunds. This policy is in place to encourage accountability and to ensure that all participants are fully invested in their journey toward wellness and recovery.

We appreciate your understanding of this policy, which is designed to uphold the integrity of our program and support the positive experiences of all participants. Please give us plenty of notice if you are deciding to leave. No less than one week. Thank you for your cooperation and commitment to fostering a respectful and healthy environment.

Essential Rules (Non-Negotiable)

- Attend 5 meetings per week.
- Obtain and work with a sponsor (grace period: until this Friday).
- Actively work a 12-step program.
- Respect all residents; no threats or aggressive behavior.

Resident Initials_____

- Maintain cleanliness in personal and shared spaces.
- Attend one of the two weekly house meetings.
- Complete assigned chores.
- Pay rent on time (Due Friday by 9 PM).
- Failure to comply will result in discharge without refund.
- Deposits are applied to the final week's rent.
- Attend the weekly house meeting

Additional Guidelines

- Respect the property and neighbors. As
- No loitering in front of the house from 7 AM to 6 PM.
- During hurricane conditions, rent is still due.

397.487 Voluntary certification of recovery residences.

Florida law states the following pertaining to sober living residencies:

11) Notwithstanding the landlord and tenant rights and obligations under chapter 83, a recovery residence that is certified under this section and has a discharge policy approved by a department-recognized credentialing entity may immediately discharge or transfer a resident in accordance with that policy under any of the following circumstances:

- (a) The discharge or transfer is necessary for the resident's welfare.
- (b) The resident's needs cannot be met at the recovery residence.
- (c) The health and safety of other residents or recovery residence employees is at risk or would be at risk if the resident continues to live at the recovery residence.

Florida Law (F.S. 397.487)

Certified recovery residences may discharge residents immediately if:

- Discharge or transfer is necessary for the resident's welfare.
- Resident's needs cannot be met at the facility.
- Health/safety of others or staff is at risk.

CONFIDENTIALITY PRIVACY & CONSENT

It's the policy of Coral Sober Living Inc to accept the responsibility to serve the healthy and sober needs of people. In order for Coral Sober Living Inc to accomplish this purpose, it must attempt to provide effective policies and procedures to anyone who may seek residence. A prerequisite for the continued provision of effective housing is the ability of Coral Sober Living and its individual

staff members, to win the confidence and trust of the clients and the public at large. It is important to emphasize that although the stigma that may exist in our society towards receipts of substance abuse services is gradually diminishing, Coral Sober Living staff will be sensitive to the feelings of clients who may themselves be sensitive regarding this issue. **In the case of a discharge due to a relapse, overdose, or medical emergency, your emergency contact will be notified immediately. In the event of ROI Court Order, Medical Emergency, Child or Elderly Abuse your information is required to be released.**

Confidentiality, in respect to Coral Sober Living, means the discussions, records, and support of, by or about any resident, shall guarantee, as far as possible, the right of the client to privacy. In the event of being forcefully discharged your emergency contact person will be notified immediately. Otherwise, upon the intake of a resident they can opt to revoke disclosure to anyone outside of Coral Sober Living unless it is written consent. We ask all client's to respect all of the other clients' information. What you hear and see at the houses stays within the community and FARR. If you have any questions in regards to confidentiality please reach out to a house manager for further instructions. In the event that you would like your information passed on to a third party (family member, caregiver, close friend, etc) a recovery residence permission to contact form must be filled out. Listed below is the form and they are also located on the bulletin in each house.

Emergency Procedures:

Residents must be familiar with emergency contacts and procedures for various situations (e.g., medical emergencies, fires, severe weather).

Narcan available for opioid overdose situations, with training provided for proper usage.

Hurricane Procedures:

1. Responsibility for Self-Care:

During a hurricane event, each resident must recognize and accept that their personal safety, health, and overall well-being are their individual responsibility. This demands proactive preparation and independent management. Each resident is expected to secure all necessary

Resident Initials_____

provisions well in advance of the storm's arrival. This means stocking up on an ample supply of non-perishable food, clean drinking water, water for sanitation purposes, any required prescription medications, and other essential personal supplies sufficient to last for several days. Residents should also arrange for emergency shelter if they feel the house doesn't provide sufficient protection or have health or safety concerns. This might involve coordinating with family or friends in safer locations or identifying designated public shelters.

2. Water and Power Supply:

Residents should understand and acknowledge that the house will not supply consistent access to fresh water or food during or after a hurricane. Procuring these necessities is the resident's responsibility as part of self-care efforts. Residents needing financial help to buy water should contact house management about potential assistance programs. Furthermore, the house will not provide a generator or any alternative source of electrical power to maintain services during or after a hurricane. Power outages are common, and residents should prepare for this eventuality.

3. Program Fees:

The regular weekly program fee is due on the established payment date, without exception, even if a hurricane occurs during that week. This fee must be paid no later than 9 PM on Friday, unless the house sustains damage making it uninhabitable. House management will determine habitability based on safety and essential functionality. If the house remains livable despite damage or power outages, the regular program fee is still due as scheduled. Residents should consider this financial obligation when planning for potential hurricane events.

4. Communication:

Residents must maintain open communication with house management during and after a hurricane. This means promptly informing management of their planned location during the storm, providing updates on their well-being, and reporting any significant issues.

5. Insurance Disclaimer:

House management explicitly states they aren't liable for any damages, losses, or injuries residents incur during a hurricane. Residents are strongly advised to obtain their own insurance coverage for personal property to protect against potential losses or damages.

Coral Sober Living

Relapse and Discharge Liability Agreement

Residents understand that this is a sober living environment with a zero-tolerance policy for the use or possession of drugs, alcohol, or unauthorized substances. Any relapse is grounds for immediate discharge, at the sole discretion of House staff.

Coral Sober Living is not a medical or treatment facility, and staff are not licensed clinicians. We do not provide treatment, detox, or psychiatric care, and are not responsible for a resident's medical safety before, during, or after discharge.

If discharged due to relapse or any rule violation, the Resident assumes all responsibility for their safety, behavior, and well-being upon leaving the property. The House is not liable for overdose, injury, or death after discharge. This is consistent with Florida Statutes § 768.28(9)(a) and related case law.

Waiver of Liability and Hold Harmless Agreement :

The Resident acknowledges and agrees that their stay at Coral Sober Living is entirely voluntary and This program is not a licensed medical, psychiatric, or treatment facility. The Resident further agrees to the following:

- No Guarantee of Safety: The Resident understands that sober living environments involve inherent risks, including but not limited to exposure to individuals with a history of addiction, mental health challenges, or criminal behavior. The House cannot and does not guarantee the safety of any individual. - No Medical Responsibility: The Resident acknowledges that The House does not provide medical care, psychiatric services, detoxification, or emergency services. Any medical or psychiatric needs are the sole responsibility of the Resident, and The House is not responsible for failure to secure such care. - Personal Conduct: The Resident accepts full responsibility for their behavior, decisions, and actions during their stay, including any consequences arising from relapse, disputes, or personal crises. The House is not liable for harm caused by or to other residents.

Resident Initials_____

- Property and Theft: The Resident agrees that The House is not responsible for any lost, stolen, or damaged personal property.
- Injury or Death: The Resident expressly waives and releases The House, its owners, operators, staff, volunteers, and affiliates from all liability, claims, and demands for any injury, illness, emotional harm, or death that may occur while residing in the house, including but not limited to any harm resulting from discharge, eviction, relapse, or interaction with other residents.
- Legal Waiver: The Resident hereby waives any right to file suit or pursue legal action against The House or its affiliates for any reason arising out of their stay, discharge, or conduct while a resident, except in cases of proven gross negligence or willful misconduct under applicable law.

Coral Sober Living

Binding Agreement: This waiver shall be binding upon the Resident and their heirs, legal representatives, and assigns. It shall remain in effect for the entire duration of the Resident's involvement with The House, including after discharge.

Coral Sober Living

Suggested Referrals for Continued Recovery Support

If you are discharged due to relapse or rule violation and need immediate help, here are referral resources that may assist you:

- Summer House Detox - 1-888-338-6909
- Jackson Memorial Hospital - (305) 585-1111
- Camillus House - (305) 374-1065
- Blue Waters Recovery- (954) 344-0550

These referrals are not affiliated with Coral Sober Living but are provided as possible options for seeking immediate detox, medical stabilization, or transitional housing.

Resident Initials_____

Coral Sober Living

Acknowledgment and Signature

By signing below, I acknowledge that I have thoroughly read and understood the policies outlined above. I agree to adhere to the rules and responsibilities associated with my residency at Coral Sober Living. I recognize the importance of these guidelines in fostering a respectful and supportive environment for myself and my fellow residents.

Furthermore, by signing this document, I confirm that I have also completed and signed an "SignNow" document, which provides a comprehensive overview of the rules and regulations governing our program. This document contains detailed information regarding expectations, responsibilities, and the standards of conduct that all residents must follow.

I understand that these policies are established to promote a safe and conducive living environment, and I commit to following them to the best of my ability. My signature below signifies my commitment to upholding these standards and contributing positively to the Coral Sober Living community. Thank you for the opportunity to be a part of this program, and I look forward to my journey towards recovery and personal growth.

Resident Signature: _____

Date: _____

Management Representative Signature: _____

Date: _____

Resident Initials _____

Danny Ds INC/Coral Sober Living.

Resident Packet

1.

Table of Contents

1. Application for Admission

- 1.1. Personal Information - Page 1
- 1.2. Vehicle Information - Page 2
- 1.3. Insurance Details - Page 3
- 1.4. Admission Source - Page 4
- 1.5. Substance Use History - Page 5
- 1.6. Medications - Page 6
- 1.7. Medical History/Issues - Page 7
- 1.8. Mental Health History - Page 8
- 1.9. Allergies - Page 9
- 1.10. Physician's Information - Page 10
- 1.11. Employment Status - Page 11
- 1.12. Emergency Contacts - Page 12
- 1.13. Financial Contact Information - Page 13
- 1.14. Substance Abuse Facility History - Page 14
- 1.15. Sobriety and Drug of Choice - Page 15
- 1.16. Recent Drugs Used - Page 16
- 1.17. Criminal History - Page 17
- 1.18. Resident Declaration and Signatures - Page 18

2. Confidentiality Policy and Procedure

- 2.1. Confidentiality Statement - Page 19
- 2.2. Confidentiality Policy Overview - Page 20
- 2.3. Breaching Confidentiality Circumstances - Page 21

3. Release of Information (ROI) Form

- 3.1. Emergency Contact Requirements - Page 22
- 3.2. Authorization for Information Exchange - Page 23

4. Staff/Management Contacts

- 4.1. Housing Supervisor and CRRA Contacts - Page 24

5. Program Format

- 5.1. Introductory Description and Expectations - Page 25
- 5.2. Phase System Overview - Page 26
- 5.3. Phase 1 Expectations - Page 27

5.4. Phase 2 Expectations - Page 28

6. Resident Weekly Schedule

6.1. Sample Weekly Schedule - Page 29

6.2. Responsibilities and Commitments - Page 30

7. House Rules

7.1. Zero Tolerance Rules - Page 31

7.2. General House Rules - Page 32

7.3. Violation Consequences - Page 33

8. Responsibilities and Consequences

8.1. Overview of Responsibilities - Page 34

8.2. Accountability Measures - Page 35

9. Good Neighbor Policy

9.1. Overview of Good Neighbor Policy - Page 36

9.2. Responsibilities to Neighbors - Page 37

10. Hazardous Items and Search Policy

10.1. Policy Overview - Page 38

10.2. Search Procedures - Page 39

11. Medication Policies

11.1. Medication Storage and Use Policy - Page 40

11.2. Medication-Assisted Treatment (MAT) Policy - Page 41

12. Drug Testing Policy

12.1. Drug Testing Procedures and Protocols - Page 42

13. Recurrence of Use Policy

13.1. Zero-Tolerance Policy Overview - Page 43

13.2. Consequences of Relapse - Page 44

14. Discharge Policy and Procedure

14.1. Criteria for Discharge - Page 45

14.2. Procedures for Residents Leaving - Page 46

15. Emergency Policy and Procedure

15.1. General Emergency Procedures - Page 47

15.2. Specific Emergencies and Protocols - Page 48

16. Grievance Policy and Procedure

16.1. Overview of Grievance Procedures - Page 49

16.2. Filing a Grievance - Page 50

17. Maintenance Policy

17.1. Maintenance Request Procedures - Page 51

18. Financial Obligation Policy

18.1. Overview of Financial Obligations - Page 52

18.2. Financial Hardship and Scholarship Policy - Page 53

Danny Ds INC/Coral Sober Living Application:

First Name:

Last Name:

Date of Arrival:

Date of Birth:

Gender: M F Trans Non-Binary

Phone No:

Email Address:

Home Address:

How did you hear about Danny Ds INC/Coral Sober Living?

Do you identify as someone who struggles with drugs and/or alcohol? Yes No

Do you plan on working a program of recovery while at Danny Ds INC/Coral Sober Living (12 Step based)? Yes No

Are you attending or will you be attending an IOP/OP Program? Yes No

If so...Program Name:

Resident Initials_____

(Please add to ROI in section below)

Medications:

Medical History/Issues:

Have you ever been diagnosed with a mental illness? Yes No

If so, state diagnosis

Do you have any present or past physical problems? Yes No

If so, state diagnosis

Do you have any known allergies? Yes No

If yes, please describe what the allergy is, what happens if you become afflicted, and what remedy should be taken.

Are you currently under the care of a physician? Yes No

If so, reason

Physician's Name Phone No

Currently working? Yes No If so, where?

Phone No

Resident Initials_____

Financial Contact (the person helping you out financially – if you are self-supporting please leave blank)

Name	Relationship	Phone No
------	--------------	----------

Sobriety Date:

Drug of choice:

List Recent Drugs Used

DRUG:	DATE OF LAST USE:
-------	-------------------

DRUG:	DATE OF LAST USE:
-------	-------------------

DRUG:	DATE OF LAST USE:
-------	-------------------

DRUG:	DATE OF LAST USE:
-------	-------------------

Criminal History

Have you ever been convicted of a felony or misdemeanor: Y / N If yes please explain:

Sex Offender / Predator Status: Y / N If yes please explain:

Convicted of crimes of violence or sexual in nature against the elderly, children, or the disabled: Y / N If yes please explain:

Resident Initials_____

Resident Signature

Date:

Resident Print Name:

Date:

Danny Ds INC/Coral Sober Living **Staff Name**

Danny Ds INC/Coral Sober Living **Staff Signature**

By signing this document, I attest that all above information is true and accurate to the best of my knowledge. I also agree to have my photograph taken to be used for internal staff purposes only.

*NOTE: Residents are to add Danny Ds INC/Coral Sober Living phone number to their phone contact list. Danny Ds INC/Coral Sober Living staff is to add the new resident's cell number as well.

*NOTE: Please be sure to attach any required supporting documentation for residents owning vehicles

Confidentiality Policy and Procedure

CONFIDENTIALITY STATEMENT:

Danny Ds INC/Coral Sober Living will comply with all applicable laws and regulations regarding your confidential information. In the Intake paperwork you have signed, you provided the necessary releases, and we will honor those documented agreements.

Confidentiality Policy:

Only pertinent information necessary for operations will be collected, and this information will be kept secure. Only staff, employees, house managers, and CRRAs will have access to this information, and they are responsible for protecting it while it is in our care. The information will be stored securely in the CRRA's office. All resident information will be retained for one year after the resident leaves Danny Ds INC/Coral

Resident Initials_____

Sober Living. After that period, the information will be completely destroyed through shredding or deletion from electronic files.

Danny Ds INC/Coral Sober Living, Inc. is committed to meeting the healthy and sober needs of individuals. To achieve this goal, it must establish effective policies and procedures for those seeking residence. A key prerequisite for providing successful housing is the ability of Danny Ds INC/Coral Sober Living, Inc. and its staff to earn the trust of clients and the public. It is important to emphasize that while the stigma surrounding substance abuse services is gradually decreasing, our staff will remain sensitive to the feelings of clients who may be affected by this issue.

Confidentiality at Danny Ds INC/Coral Sober Living, Inc. means that discussions, records, and support regarding any resident will be handled with the utmost respect for the client's right to privacy. In the event of a forced discharge, your emergency contact will be notified immediately. Otherwise, upon intake, residents may choose to restrict disclosure of their information to anyone outside of Danny Ds INC/Coral Sober Living unless written consent is provided. We ask all clients to respect each other's privacy. What you see and hear within the houses should remain within the community and FARR. For any questions regarding confidentiality, please contact a house manager for further clarifications. If you wish to share your information with a third party (family member, caregiver, close friend, etc.), please complete a recovery residence permission to contact form. This form is provided below and is also available on the bulletin in each house.

Resident Signature:

Date:

We can break this confidentiality under the following circumstances:

- To comply with a court order or court-ordered warrant, a subpoena or summons issued by a judicial officer, or a grand jury subpoena
- For purposes of identifying or locating a suspect, fugitive, material witness or missing person
- To respond to an information request about a victim of a crime, and the victim agrees
- To report child abuse or neglect
- To report adult abuse, neglect, or domestic violence
- To report to law enforcement when required by law, such as gunshot or stab wounds
- To report the death of an individual
- To report what the covered entity believes in good faith to be evidence of a crime

Resident Initials_____

- To report criminal activity, when responding to an off-site medical emergency
- For certain other specialized governmental law enforcement purposes
- For a medical emergency

Release of Information (ROI) Form

Emergency Contact

Resident Signature:

Date:

Danny Ds INC/Coral Sober Living requires all incoming residents to designate a family member, friend, or associate as an emergency contact in their Release of Information (ROI) form prior to admission. This contact will be notified in case of a relapse, medical emergency, injury, death, or discharge. Listing an emergency contact is mandatory as part of the admission criteria. An ROI is also required for anyone other than the resident who will be paying program fees.

Danny Ds INC/Coral Sober Living strongly encourages residents receiving treatment or aftercare from an outside provider to sign a written authorization form. This will allow us to communicate effectively with the facility and its staff, ensuring we can better serve you during your stay.

We recommend that all residents include key members of their support network, such as family members or 12-step sponsors, on this written authorization form. Sponsors will be contacted periodically to confirm that residents are actively participating in a 12-step program. We will only request confirmation of sponsorship and will not ask for updates on the residents' recovery.

I authorize Danny Ds INC/Coral Sober Living to exchange information about my condition and/or presence at the facility with the individuals listed below. I understand that I can revoke this consent in writing at any time, unless I have left Danny Ds INC/Coral Sober Living without notice, experienced a relapse, or committed a crime.
Emergency Contacts:

Name:

Relationship:

Phone No:

Resident Initials_____

Name:

Relationship:

Phone No:

Name:

Relationship:

Phone No:

If not previously revoked this consent will expire one year from the date of signing.

Resident Signature:

Date:

Staff/Management Contact Sheet

Housing Supervisor	Stephen C- (570)-460-9509
Certified Recovery Residence Administrator (Primary)	Danny D- (305)-725-8433
Resident Manager	Kerry D (786)-273-0830
Resident Manager	Garrett L (954)-817-7143

Please use your resident managers as your first point of contact. If you have an issue that is not being addressed by the resident manager or if the issue has to do with a resident manager, please feel free to contact your CRRA above.

Program Format

Danny Ds INC/Coral Sober Living is a transitional sober living residence for individuals recovering from alcohol and substance abuse. Residents are subject to random substance testing at any time during their stay. The use or possession of drugs may result in immediate expulsion. All policies and procedures outlined in this contract, along with any applicable amendments, remain in effect throughout a resident's stay unless

Resident Initials_____

stated otherwise in this document. Violating any policy or procedure may lead to disciplinary actions, including fines, fees, house probation or restriction, and possible expulsion.

Danny Ds INC/Coral Sober Living follows a 12-step recovery program, and it is required that residents engage with a 12-step fellowship during their residency.

The facility employs a Phase System for residents, where specific expectations and goals are clearly defined. By achieving or making progress toward these goals, each resident can advance to the next phase, which includes new privileges and objectives.

Conversely, failure to comply with the rules and regulations may lead to a resident being moved back to a previous phase.

Residents will not progress to the next phase until they meet the expected goals of their current phase.

Program Fee

PHASE 1

All residents start at Phase 1, regardless of prior recovery efforts.

Phase 1 is a 30-day introductory period with the following requirements for advancement to Phase 2:

12. Follow all house rules
13. 10:30 PM curfew Monday-Friday
14. 11:30 on weekends if you are working or fellowshipping
15. Attend five weekly 12-step meetings
16. Maintain a 40-hour weekly schedule of work, school, treatment, or volunteer/community service.
17. Pay program fees on time, specifically on Fridays.
18. Attend house meetings and residence-sponsored events.
19. Have a 12-Step sponsor and actively participate in the 12 steps.
20. Completed the fifth step.
21. Join a homegroup.
22. Meet with the sponsor weekly.

If you do not have a job or in school you have to be out of the house from the time frame of 9-4 seeking employment.

Failure to meet Phase 1 criteria within 30 days, or failure to attend required meetings/complete chores results in a 9 PM curfew until compliance is achieved. Rule violations also result in a 9 PM curfew.

PHASE 2

Phase 2: Residents advance after 30 days and meet Phase 1 criteria. They must meet the same

criteria as Phase 1, with these additions:

5. Eligible for overnight passes with CRRA approval.
6. Curfew is 10:30 pm on weekdays and 11:30 PM on weekends no matter the reason
7. Required to attend five or more meetings a week, but no longer with another resident.
8. Actively participate in Home Groups and take on a service commitment.

Successful Completion

A resident successfully completes the program once they transition to Phase 2, achieve their recovery goals, and maintain stability in their recovery. This stability allows them to support themselves independently, without relying on the sober living residence. The length of stay is determined by the resident, not the provider. A clear indicator that a person is ready to move on from the program is when they have completed the 12 steps and have guided someone else through the 12 steps.

Resident Weekly Schedule

All residents are required to be employed, volunteering, or attending school while living at Danny Ds INC/Coral Sober Living. Those who are not engaged in any of these activities must leave the property from 9 a.m. to 2 p.m., Monday through Friday, to search for employment. Residents must also attend a minimum of four outside 12-step meetings each week. Attendance at all scheduled appointments is mandatory; failure to attend may result in discharge from the residence. If a resident is working, they must notify their house manager before attending any meetings and ensure that their program fees are paid. Failing to meet these requirements may lead to consequences, including earlier curfews, restrictions, or even termination from the residence. Residents are expected to return to the property by their designated curfew; failure to do so may result in dismissal from Danny Ds INC/Coral Sober Living.

Danny Ds INC/Coral Sober Living:

Sample Weekly Schedule

Monday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1 Curfew: 10:30 pm each night

Resident Initials_____

PHASE 2 Curfew: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

Tuesday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

Wednesday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Free Time

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

Thursday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

Friday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Free Time

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:30 am Friday & Saturday

11:00pm – 11:30pm Suggested nightly inventories, quiet time.

11:30pm – 7:00am Quiet time

Saturday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Attending Night Meeting

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:30 am Friday & Saturday

11:00pm – 11:30pm Suggested nightly inventories, quiet time.

11:30 pm – 7:00 am Quiet time

Sunday

7:00 am - 8:00 am: Morning Routine

8:00am – 6:00 pm: Working

10:30am: Common Area Deep Cleaning

7:00pm – 9:30 pm: Free Time

PHASE 1 Curfew: 10:30 pm each night

PHASE 2 Curfew: 11:00 pm Sunday – Thursday

10:30 pm – 7:00 am Quiet time

Mandatory House Commitments:

1. **Monday community meeting 7 PM.**

House Rules

Zero Tolerance Rules

1. Zero tolerance for drug or alcohol use and/or possession. Engaging in the manufacturing, possession, or distribution of illegal or prohibited substances, including drug paraphernalia, is strictly forbidden. Violations may result in immediate discharge; no refunds will be granted. This policy includes, but is not limited to, spice/marijuana vapor juice, kava, kratom, medications containing DXM, poppers, steroids, CBD products, and similar items.
2. Zero tolerance for theft (charges may be filed). Taking food from others without permission is also considered stealing. Tampering with locks and keys is prohibited.
3. Zero tolerance for destruction or vandalism (charges may be filed) of any other residents' property.
Zero tolerance for sexual harassment or engaging in sexual behavior or language with any staff member or resident.
4. Zero tolerance for physical confrontations or altercations with staff or residents. No physical or verbal threats will be tolerated. Weapons are prohibited on the property or in residents' vehicles. Refer to the hazardous items section for more details.

General Rules

All clients are required to adhere to all policies, procedures, and house rules. Residents at Danny Ds INC/Coral Sober Living are given fair and equal opportunity to live here, regardless of age, race, sexual orientation, or religion. Compliance with these policies and procedures is essential to remain a resident of Danny Ds INC/Coral Sober Living. Failure to follow the established rules and regulations may result in warnings, revocation of privileges, and ultimately discharge from Danny Ds INC/Coral Sober Living. There is a zero-tolerance policy regarding fraternizing with other clients.

Consequences for not following the rules may include verbal or written warnings, early curfew, fines for failing to complete chores, and possible discharge. Receiving two written warnings will result in discharge. In the event of a forced discharge from Danny Ds INC/Coral Sober Living, the client will be removed from the facility immediately and provided with three references, depending on their situation. The client will have 24 hours to remove their belongings; otherwise, the items will be donated.

Resident Initials_____

Listed below are two sets of rule categories:

1. Rules that will lead to immediate discharge
2. Rules that will lead to a formal warning or privileges revoked

***Failure to do the following rules and regulations will lead to a forced discharge:**

- **Drug Seeking Behavior**
 - We have a zero tolerance policy for a resident in his or her attempt to try to find drugs/alcohol. If we see or hear you trying to make an attempt to relapse, you will be discharged.
- **Random Drug/Alcohol Failed Tests**
 - Use of alcohol, unauthorized drugs or substances or any legal or illegal “mind altering” drugs/substances ARE STRICTLY PROHIBITED.
 - A client is subject to random drug/alcohol screens at any time.
 - When a client is asked to give a urine specimen, **CLIENT will have one hour to urinate or it is considered a positive test and will be considered a forced/unsuccessful discharge**
- **Stealing**
 - No tolerance policy for items being stolen
 - If you have stolen anything from anyone in the house, you will be discharged.
- **Destruction of property**
 - Danny Ds INC/Coral Sober Living has a no tolerance policy in the event that a client has purposely destroyed property
 - Some examples include: punching holes in the walls, breaking a window, throwing household items against the walls & etc.
 -
- **Search Procedures**
 - Every client property and vehicle are subject to a search upon initial intake and to unannounced inspections at any time
 - All contraband found will be seized and will result in a forced discharge
 - Refusal to cooperate with any inspection is grounds for immediate discharge
- **Financial Obligations**
 - Program fees are due the day client moves in and every week after unless paying monthly
 - If you are having issues paying your program fee please communicate this to a house manager
 - Failure to pay program fee will lead to discharge
- **Sexual Harassment/Race Discrimination**
 - We have a zero tolerance policy for any discrimination pertaining to race or sexual identity
 - We take pride in accepting/loving everyone for who they are

- Lewd/offensive language will not be tolerated as well
- **Acts of Violence/Threats**
 - If you physically touch or hit anyone in any type of way you will be discharged
 - If you threaten to hurt someone or threaten to damage the house you will be discharged
- **Staying out overnight without approval**
 - You will be discharged if you stay out overnight and it is not approved by a house manager and owner.

Failure to do the following rules and regulations will lead to a written warning and early curfew/other privileges revoked. If you receive three written warnings for the following you will be discharged.

- **Secure a Sponsor:** ALL clients must secure a sponsor within the first week of living at one of our houses.
- **Curfew:** All clients must follow the curfew rules and regulations listed in the program format
 - PHASE 1: 10:30 pm each night
 - PHASE 1 11:30 am Friday & Saturday for fellowship and work purposes
 - PHASE 2: 10:30 pm Sunday – Thursday |
 - Phase 2 weekends: 11:30 am Friday & Saturday
- **Have a home group:** All clients must secure a home group within the 30 days of living at one of our houses. Listed below is a meeting a list of vicinity Club Houses:
 - **Divas:** <https://sober.com/aa-meeting/divas/>
 - **West Dixie Cub:** <https://aamiamidade.org/locations/west-dixie-club>
 - **Little River Club:** <https://aamiamidade.org/locations/boulevard-club>
- **Employment:** All Clients must immediately seek employment
 - Be off property & seeking employment everyday until a job is found.
 - Working at a bar, club & strip club is prohibited.
 - Residents cannot work at a nightclub or bar
- **Guests**
 - No guests are allowed to be on property without approval
 - No guests are allowed in the bedrooms. Strictly living areas.
- **Meeting attendance**
 - 4 meetings a week with the house members is mandatory
- **Dress Code**
 - Clothing with offensive or inappropriate designs or stamps are not allowed.
 - All residents must have on a shirt and pants/shorts while in common areas (outside included)

- **Smoking in designated smoking sections**
 - Back and front porches
- **Contributing to the house (Chores & Etc)**
 - Your chore will be assigned weekly.
 - All chores must be done daily or every other day depending on the chore
 - Deep cleaning will be done on Sunday and performed as a team of your fellow housemates.
 - Food is to be only consumed in the living/dining room areas.
 - Store all food in designated areas
 - Stealing of other people's food is prohibited
 - Please ask before you take
- **Room Cleanliness**
 - Beds are to be properly made every morning
 - No food is allowed in the bed rooms
 - Eating is prohibited in the rooms
 - All clothes are to be properly hung in closets and neatly place in dressers
 - All bikes and other large items needs to be stored in storage areas or outside of the residency
 - Please respect all of your roomates items with love and care
- **Overnights and Extended Stay Passes**
 - Overnights may only be requested after you are in phase two.
 - Request is to be made to CRRA or owner at a minimum of 24 hours in advance
 - All extended stays must be approved by the owner

Please understand that, regardless of whether the resident is physically on the premises, they are representing Danny Ds INC/Coral Sober Living and are expected to behave accordingly. Failure to do so may result in immediate dismissal or eviction.

If a resident does not follow these rules, Danny Ds INC/Coral Sober Living may revoke privileges and, if necessary, terminate their stay. Possible consequences may include an earlier curfew, house restrictions, revocation of overnight passes, or additional chores. Danny Ds INC/Coral Sober Living reserves the right to make exceptions to these rules under certain circumstances.

This list is not exhaustive; to maintain a healthy, happy, drug- and alcohol-free recovery environment, please use your common sense regarding actions that may impact your stay and that of others.

Lastly, staff will not act as enforcers, attorneys, or investigators. Discharges will be made without investigating who did what, what was said, or who is at fault. Please note that rules are subject to change.

What will be provided by Danny Ds INC/Coral Sober Living:

Resident Initials_____

1. Bed linens (fitted sheet, pillow, pillow case, and comforter)
2. Basic cable television
3. Internet service
4. Utilities (city water & electricity)
5. General maintenance of the properties (lawn service, ac filters replacement, light bulb replacement, etc.)

What residents are responsible for:

1. Laundry soap /bleach / dryer sheets
2. Cleaning supplies (All-purpose cleaner, floor cleaner, and dish soap)
3. Toilet paper
4. Paper towels
5. Food
6. Damage to the property caused by the resident
7. Extra linens
8. Personal Hygiene Items (Shampoo, Conditioner, Soap, Toothpaste, Toothbrush, etc.)
9. Personal bath towels

It is at the discretion of Danny Ds INC/Coral Sober Living on what items not listed will be provided to residents during their stay with us. Cleaning supplies are the responsibility of the residents and units must be cleaned daily with inspections once per week.

Resident Responsibilities and Consequences:

1. Responsible for staying sober and to inform staff when they feel their sobriety is in danger.
2. Responsible for attending all scheduled meetings.
3. Responsible for attending all weekly (4) required 12 step meetings.
4. Residents are required to have a sponsor and be actively working the 12 steps.
5. Responsible for paying program fees on time, every Friday
6. Responsible for keeping the residence in a clean state always.
7. Responsible to follow all rules
8. Responsible to adhere to curfew
9. Responsible for informing house managers when they suspect or know another resident has relapsed.
10. Responsible for acting as a good roommate to the other residents.

Resident Initials_____

11. Responsible for acting as a good neighbor to the surrounding neighborhood.
12. Responsible for giving recovery and being a member in our residence the best shot each day.
13. Responsible for keeping a safe living area for themselves and their roommates.
14. Responsible for informing the staff if they suspect any negative situations may be going on or around the properties.
15. Responsible for following local, state, and federal laws while being a resident.

1st Incident- Verbal Warning

2nd Incident- Write up and provide it to the resident (House Manager notes incident through email).

3rd Incident- Write up and provide it to the resident (House Manager notes incident through email) with a corrective action plan agreed to by resident and CRRA.

4th Incident- Write up and provide it to the resident (House Manager notes incident through email) and possible dismissal from residence.

Resident Signature:

Date:

Relapse, physical violence or the threat of violence, stealing, or any tampering with the cameras will result in immediate removal from the property. This notification serves as your only warning.

Good Neighbor Policy and Procedure

Policy: Danny Ds INC/Coral Sober Living will conduct the residence in an appropriate manner respecting the neighbors and the neighborhood we operate in.

Concerns neighbors have can be addressed to:

- Residence Managers
- Staff
- Employees
- Administration and/or certified recovery residence administrator (CRRA)

Procedure: All residents, staff, employees, volunteers and visitors will be instructed to communicate neighbor concerns to the CRRA so they can be addressed. Neighbors can address their concerns with the CRRA personally or by phone. The CRRA name

Resident Initials_____

and phone number will be posted inside each residence. Each staff member and resident manager will be trained on this policy by the CRAA or designee. Residents are educated on this policy on admission in review of the residence guidelines. This policy is responsive and preemptive to neighbor's reasonable complaints regarding: smoking, loitering, parking, noise, lewd or offensive language, cleanliness of public space around the property and parking courtesy rules where street parking is scarce. The recovery resident within the residence guidelines outlines expectations that enable it to ensure these good neighbor practices are accomplished.

1. Residents will smoke in the rear or side of its properties. All cigarette butts are to be placed in a fireproof receptacle.
2. Residents will not make excessive noise.
3. Residents will not loiter around the front of the property.
4. Residents will keep the exterior of the home in good condition. Residents will not leave broken down vehicles, trash, or bulk material pile up in view of the property from the street. Residents will ensure the exterior of the home resembles a traditional family household.
5. Residents will park in front of Danny Ds INC/Coral Sober Living's residences and not the neighbor's residences.
6. Residents are expected to act as good neighbors and greet neighbors in a friendly manner.
7. Residents will direct all neighbor grievances or complaints directly to the CRRA or Owner. Phone numbers for the Owner and CRRA will be placed in the front window of the manager's office. Residents are not to handle complaints from neighbors on their own.

Resident Signature:

Date:

Hazardous Items and Search Policy and Procedures

Policy: Danny Ds INC/Coral Sober Living will conduct hazardous item searches (health and welfare searches) periodically to ensure compliance with house guidelines and community safety. Danny Ds INC/Coral Sober Living will also inspect all incoming resident's persons and belongings with the resident's consent (including resident's vehicles) for any contraband we deem inappropriate for the Danny Ds INC/Coral Sober Living community. If a resident fails to give consent to search said resident's property, then they will either not be admitted into the Danny Ds INC/Coral Sober Living's community or discharged from Danny Ds INC/Coral Sober Living's housing. Residents do not have to be present during the searching of their property. A resident's vehicle is also subject to search if suspicion is warranted.

Resident Initials_____

Procedure: Danny Ds INC/Coral Sober Living will search its housing and resident belongings for items not approved for the Danny Ds INC/Coral Sober Living residence.

Items not approved but are not limited to:

- Drugs
- Mind or mood altering substances
- Alcohol
- CBD products
- Kratom / Kava
- Fireworks
- Steroids
- ZaZa
- OTC medications containing alcohol including mouthwash
- Foods items with high alcohol content (cooking wines, vanilla extract, etc.)
- Cough Medicine
- Any medication containing DXM
- Drug Paraphernalia
- Weapons (Knives with blades under 4 inches in length are approved)
- Clothes or materials depicting gang affiliation, drug use, or the glorification of drug use
- Poppers
- Prescription medications not approved by Danny Ds INC/Coral Sober Living
- Prescription medications not properly stored in managers office when needed
- Prescription medications that are not labeled with the resident's name
- Anything Danny Ds INC/Coral Sober Living deems to be inappropriate

Resident's property will be searched under the following conditions:

1. Randomly
2. Upon admission to Danny Ds INC/Coral Sober Living
3. Suspicion of relapse
4. Information stating that the resident may possibly be engaging in illegal, suspicious, or dangerous activity.

Residents will be informed of prohibited items upon admission to Danny Ds INC/Coral Sober Living. At that time, they will have the opportunity to disclose any items to the staff. Any drugs or alcohol will be disposed of, while all other prohibited items must either be thrown away or stored off the property during the resident's stay. Danny Ds INC/Coral Sober Living will not hold prohibited items for residents. If a resident is found in possession of a prohibited item while staying with us, they risk reprimand or possible expulsion from Danny Ds INC/Coral Sober Living community.

Resident Signature:

Date:

Medication Storage and Use Policy and Procedure

Resident Initials_____

Policy: Here at Danny Ds INC/Coral Sober Living, residents' mental and physical health are important to us. We encourage residents to seek assistance from doctors when needed. The mental and physical well-being of our residents is vital not only for their health but also for the safety and protection of the entire community. Many of our residents have previously engaged in drug-seeking behavior before joining Danny Ds INC/Coral Sober Living. It is crucial for the well-being of our community that such behavior is discouraged here. If a resident needs to see a psychiatrist for mental health concerns or a doctor for physical health issues, Danny Ds INC/Coral Sober Living will assist them as possible.

Danny Ds INC/Coral Sober Living will implement practices to ensure the safe handling of medications by our residents. The goal of this policy is to minimize the risk of abuse and misuse of medications within our community.

Procedure:

- If a resident must go to the hospital or see a doctor, please inform Danny Ds INC/Coral Sober Living staff. In the case of an emergency please contact 911 first and then reach out to Danny Ds INC/Coral Sober Living when possible, to inform us of the situation.
- The resident must bring back all discharge paperwork and hand it to a member of Danny Ds INC/Coral Sober Living. A copy will be placed in the resident's file.
- When a resident receives a new prescription from a doctor, they must inform Danny Ds INC/Coral Sober Living staff immediately. A medication cannot be taken by a resident until it has first been approved by Danny Ds INC/Coral Sober Living.
- Residents must inform staff of any changes in their prescriptions. Changes will be noted in the resident's file.
- Medications must be taken as prescribed and in line with the policies and procedures of Danny Ds INC/Coral Sober Living.
- Medications (OTC and prescribed) must be stored in their original bottles, labeled, and kept out of sight with your personal belongings. Medications cannot be stored in common areas.
- Under no circumstance should medications be shared between residents regardless of if they are both prescribed the same medication.
- Residents that have been found to be selling medications will be immediately discharged and if warranted the proper authorities will be notified.
- Please do not discontinue medication without a doctor's orders.
- Please properly dispose of any unwanted medications.
- If a resident discharges/transfers/or abandons property Danny Ds INC/Coral Sober Living will place and hold the residents medications in the manager's office for 10 days. If Danny Ds INC/Coral Sober Living cannot reach the resident or their representative then Danny Ds INC/Coral Sober Living will properly dispose of the resident's medications in accordance with DEA guidelines.

PROHIBITED Medications: Adderall (amphetamines) and similar medications (Vyvanse, Ritalin, Dexedrine, etc.), medical marijuana, MAT medications not listed in the

MAT Storage section below, Xanax (benzodiazepines) and similar medications (Klonopin, Valium, Ativan, etc.), Neurontin (Lyrica, gabapentin, etc.), opiates (broad spectrum), over-the-counter medications containing DXM, diet pills, and any medications classified as narcotics by the FDA are prohibited. This list is not exhaustive; please consult a staff member at Danny Ds INC/Coral Sober Living before taking any medications.

Medication counts will be conducted randomly and based on suspicion of medication abuse. If discrepancies are detected, the resident will meet with staff from Danny Ds INC/Coral Sober Living to discuss the differences in the medication count. If it is determined that medication is being misused in any way, Danny Ds INC/Coral Sober Living will classify this as a relapse, and the resident will be discharged.

If a resident consumes a mind-altering substance that is deemed not medically necessary—except in cases of severe bodily injury—they will be discharged from our residence. Danny Ds INC/Coral Sober Living staff will decide what qualifies as “severe bodily injury” due to the need to maintain our abstinence-centered environment. If you believe you require a specific medication but the staff disagrees, you may choose to proceed as you see fit; however, you will no longer be permitted to reside at Danny Ds INC/Coral Sober Living.

Resident Signature:

Date:

Medication-Assisted Treatment (MAT) Medication Storage and Use Policy and Procedure

Policy: Danny Ds INC/Coral Sober Living recognizes federally approved MAT programs as a viable treatment option for residents who suffer from opioid addiction. Danny Ds INC/Coral Sober Living will make reasonable accommodations to allow residents to engage in a MAT program. FARR supports programming of federally approved Medical Assisted Recovery, such as, Medication Assisted Treatment.

Procedure: All potential MAT residents will be screened prior to entry to ensure they fit the criteria for admission.

- Residents enrolled in a MAT program with a licensed physician will be treated the same and have the same privileges as non-MAT residents. The only differences will be listed in this policy to ensure medication is secure and taken properly.
- Residents will be required to turn in all MAT medications to staff upon admission to Danny Ds INC/Coral Sober Living and immediately after refilling the prescription.
- All MAT medications will be kept locked in the manager’s office. (See P & P for more information on these)

Resident Initials_____

- Danny Ds INC/Coral Sober Living will not dispense medications. Residents will be given daily access to medications. Danny Ds INC/Coral Sober Living will notate residents' medication count daily in a log.
- Danny Ds INC/Coral Sober Living will house MAT residents with non-MAT residents.
- MAT residents are instructed to not inform non-MAT residents of MAT residents being on MAT.
- MAT residents may not exhibit noticeable physical signs of being on MAT medications.
- Any residents caught stockpiling MAT medications or abusing the medication in any way will be considered a relapse and would be disciplined under the recurrence of use policy and procedure.

Resident Signature: _____

Date: _____

Witness Signature: _____

Date: _____

Drug Testing and/or Toxicology Policy and Procedure

Policy: All Danny Ds INC/Coral Sober Living residents will be required to undergo periodical drug testing during their stay in our housing. Residents will be breathalyzed nightly as well.

Procedure: All UAs will be conducted using an instant 12-panel cup to determine whether a resident is abstaining from drugs and alcohol. Testing will occur at least once every two weeks and no more than twice a week for routine checks. Residents will have 60 minutes from the time they are notified of a UA to provide a specimen. If a resident's UA returns a positive result, the CRRA will be notified immediately. If the resident insists they have not used substances, they will be allowed to take a second UA, which must be completed within 90 minutes of the original test. If this second test is also positive, it will be considered the final determination regarding the resident's dismissal from Danny Ds INC/Coral Sober Living. Residents suspected of being under the influence, as well as those who receive a positive result and dispute it, must remain with staff until they provide a negative specimen. If a resident refuses a UA or BA, that refusal will be treated as a positive result, and the resident will be discharged from the property, with one hour to vacate the premises.

Danny Ds INC/Coral Sober Living does not have the resources to conduct confirmation testing for any questionable positive results. The UA cup result and the investigation conducted by Danny Ds INC/Coral Sober Living staff will serve as the final determination of how the positive result is viewed.

Resident Initials_____

All UA results will be recorded in a general log that includes the resident's name, date, time, and results. This logbook will be maintained at the housing facility by the resident manager. Additionally, Danny Ds INC/Coral Sober Living will cover the cost of the UA cups as part of the program fee agreement, excluding the \$20 UA fee for residents who go on pass.

Resident Signature:

Date:

Recurrence of Use Policy and Procedure

Policy: Danny Ds INC/Coral Sober Living has a zero-tolerance drug/alcohol abuse policy.

Procedure: Upon request, a resident will have one hour to provide a urine sample. If the resident is unable to give a sample, it will be considered a positive result. Residents who test positive in our community will not be allowed to remain in our housing until they complete a form of drug and alcohol treatment and receive medical clearance from a doctor. If a resident tests positive, Danny Ds INC/Coral Sober Living has the responsibility to protect the community. The resident will be separated from the community and asked to gather their belongings in the presence of a Danny Ds INC/Coral Sober Living employee. Staff will accompany the resident until they leave the property. If alternative housing arrangements—such as PHP, detox, sober living, or returning home—cannot be made, the resident will be taken to a safe location, such as a hospital or shelter. Residents who refuse a higher level of care will have one hour to vacate the premises and will receive a list of community resources and FARR-accredited properties in the area. Upon receiving positive test results, the resident's emergency contact will be notified. Depending on when the positive result is received, Danny Ds INC/Coral Sober Living may place the resident in supervised isolation in the manager's unit until the next morning, when alternative housing arrangements can be made, provided they have received medical clearance from the hospital first.

It is the right of Danny Ds INC/Coral Sober Living to determine whether a resident can return to our community after a positive drug or alcohol test. Many factors will influence this decision, including the following questions:

- Was the resident working a program of recovery prior to the relapse?
- Has the resident shown a pattern of relapse in their past?
- Has the resident accepted responsibility for their actions?
- Is the resident ready to accept consequences for their actions?
- Was the resident following all house rules prior to the relapse?
- Has the resident expressed the desire to stay sober?
- Is the resident opening to accepting suggestions moving forward?

Resident Initials_____

- Does the resident understand that if they are brought back that they will be monitored more closely then prior to the relapse?
- Do the other residents support bringing back the resident.

If a resident is brought back into the community after relapsing, they should expect the following:

- Increased UAs and BAs
- Early Curfew
- Increased chore duties
- Required to attend 90 meetings in 90 days (one missed will result in expulsion from house)
- Loss of other privileges such as community events
- Increased monitoring from staff
- Etc.

Resident Signature:

Date:

Discharge Policy and Procedure

Policy: To document and communicate the resident's readiness for discharge or need for transfer to another level of care. If the criteria apply to the existing or new problem(s), the resident should be discharged or transferred, as appropriate.

Procedure: It is appropriate to transfer or discharge the resident from the present level of care at Danny Ds INC/Coral Sober Living if the resident meets the following criteria:

- The resident's documented plans, goals, and objectives have been substantially met, and/or a safe, continuing care program can be arranged and deployed at an alternate level of care.
- The resident no longer meets admission criteria or meets criteria for a less or more intensive level of care.
- Consent for care is withdrawn and is determined that the resident has the capacity to make an informed decision and does not meet criteria for Danny Ds INC/Coral Sober Living level of care.
- Support systems, which allow the resident to be maintained in a less restrictive structured environment, have been thoroughly explored and/or secured.
- The resident is not making progress toward Danny Ds INC/Coral Sober Living goals and there is no reasonable expectation of progress at this level of care.
- Finally, the resident fails a UA/BA which determines they need a higher level of care.

Any resident expelled for reasons other than a successful discharge will not be allowed to return to the premises. They must seek shelter with a relative, stabilization respite,

Resident Initials_____

mission, shelter, hospital, or detox facility. All residents being discharged will receive information about community resources upon their exit.

Emergency contacts for residents will be notified in the event of any type of discharge.

Procedure for Residents to Pick Up Belongings (Abandonment, ASA, etc.):

Once expelled, personal belongings must be collected within ten days; otherwise, they will become the property of Danny Ds INC/Coral Sober Living and may be donated to a local charity. Residents or their representatives must maintain contact with Danny Ds INC/Coral Sober Living staff during this period. Failure to do so may result in the donation of their property. Any prepaid fees will be forfeited if the resident leaves without proper notification. Refunds for prepaid fees will be issued at the Owner's discretion.

Procedure for Residents Administratively Discharged:

Residents who are administratively discharged from Danny Ds INC/Coral Sober Living will have one hour to vacate the property. A staff member will accompany the resident during this time. Residents will be informed that if they re-enter the property without permission, they will be considered trespassers and the proper authorities will be contacted.

Procedure for Residents Successfully Discharged:

A resident is considered successfully discharged from the program once they have transitioned into phase 2, met their recovery goals, and demonstrated sufficient stability in their recovery to support themselves independently. The length of stay is determined by the resident, not the provider. Residents should inform Danny Ds INC/Coral Sober Living at least one week before moving out. Upon departure, residents must thoroughly clean their rooms and leave them ready for the next resident. Those who successfully complete the program and leave the property in good condition will be introduced to the Danny Ds INC/Coral Sober Living alumni program and will have their deposit returned if one was initially paid.

Resident Signature:

Date:

Emergency Policy and Procedure

Policy:

The Emergency Policy for residents at Danny Ds INC/Coral Sober Living outlines several critical procedures. Residents must report to staff immediately in any emergency situation, including opioid overdoses, fires, or threats. If an opioid overdose occurs, residents are trained to administer Narcan and perform CPR while waiting for emergency services to arrive

Resident Initials_____

Emergency Policy for Residents

As a resident of Danny Ds INC/Coral Sober Living, your safety and well-being are our top priorities. Here's what you need to know about emergency procedures:

Immediate Reporting: In any emergency, such as an opioid overdose or fire, you must report immediately to the staff. If you witness an overdose, administer Narcan if you are trained, and start CPR while waiting for emergency services.

Evacuation Procedures: Familiarize yourself with the marked escape routes. In case of a fire, evacuate calmly and ensure you inform staff that you are safe.

Emergency Situation Protocols: In the event of a bomb threat or any hostile situation, your priority should be to evacuate and call 911.

Natural Disasters: Stay informed about emergency alerts, especially during severe weather, and follow the communicated safety measures.

Mental Health and Support: If you or someone else is in crisis, remember it's important to ensure you are not alone while waiting for help to arrive.

Participate in Drills: Engage in regular emergency drills and training to prepare for real situations.

Stay safe and always be aware of your environment. If you have any questions about these procedures, please talk to the staff. Together, we can create a safe environment for everyone.

For fire emergencies, residents must evacuate calmly and report their safety to the staff, following the established evacuation routes.

In case of a bomb threat or hostile situation, residents should also immediately contact 911 and evacuate.

The policy emphasizes the importance of preparation for natural disasters, such as hurricanes, where residents will be informed of storm watches and warnings, and necessary actions will be communicated accordingly.

Residents are expected to cooperate and stay informed about these policies to ensure their safety and that of others.

Danny Ds INC/Coral Sober Living will inform all incoming staff members and residents about its emergency policies and procedures. Please contact 911 immediately in any emergency situation.

FARR Reporting: In the event of an overdose on or off the property, FARR must be informed via the form on their website within 24 hours of the incident. If emergency services are contacted for any reason and respond to any of the properties, FARR must

Resident Initials_____

also be notified within 24 hours through their website. If emergency services arrive at the properties for any other reason, FARR must be contacted within 24 hours through their website.

Procedures:

Opioid overdose

In the event of an opioid overdose please call 911 immediately. Narcan is located in each residence on the table in the living room. All new and current residents will be trained during their orientation on how to properly administer Narcan as well as the signs of an opioid overdose. After administering Narcan please perform CPR on the person if they are unresponsive until emergency services arrive. Please inform a Danny Ds INC/Coral Sober Living staff member as soon as possible in the event of an overdose.

Identifying an Opioid Overdose and Administering Narcan

Signs of an overdose:

1. Person is passed out and you cannot wake them up.
2. Breathing very slow, making gurgling sounds, or not breathing at all.
3. Lips are blue or grayish color.

Check for a response:

1. Shake them and shout to wake them up.
2. If no response, grind your knuckles into their chest bone for 5-10 seconds.
3. If the person still does not respond, call 911 and inform them that you believe someone has overdosed.

How to administer Narcan nasal spray:

1. Take the Narcan nasal spray out of the box.
2. Peel back the tab with the circle to open the Narcan nasal spray. **(Important: do not remove Narcan until ready to use and do NOT test the device.)**
3. Hold the Narcan nasal spray with your thumb on the bottom of the plunger and your first and middle fingers on either side of the nozzle.
4. Tilt the person's head back and provide support under the neck with your hand.
5. Gently insert the tip of the nozzle into one nostril, until your fingers on either side of the nozzle are against the bottom of the person's nose.
6. Press the plunger firmly to give the dose of Narcan nasal spray. Remove the Narcan nasal spray from the nostril after giving the dose.
7. Wait and watch the person closely.
8. If the person does not respond within 2 minutes, repeat the steps and give the person a second dose of Narcan (new Narcan nasal spray).
9. Call 911 right away, if you have not done so already
10. Roll the person on their side and place them in a recovery position (Use their hands to support their own head and pull their top knee out to stop the body from rolling onto their stomach).

If you know how to administer CPR, please do so at this point

Overdose / Unresponsive Person

Be aware that Narcan will only help in opioid overdose situations. If a person is showing signs of being unresponsive, please immediately call 911. Follow all instructions from the 911 operator until help can arrive. If the person is not breathing, please initiate CPR. Please inform a Danny Ds INC/Coral Sober Living staff member as soon as possible in the event of an overdose or unresponsive person.

Fire

Each Danny Ds INC/Coral Sober Living residence is equipped with smoke detectors and fire extinguishers. Do not tamper with Danny Ds INC/Coral Sober Living smoke detectors or fire extinguishers, failure to adhere to this rule can result in dismissal from Danny Ds INC/Coral Sober Living. Be aware of where all exits are located inside Danny Ds INC/Coral Sober Living properties.

1. Call fire rescue 911 immediately and report the location of the emergency.
2. All residents should exit the location in a calm fashion and notify all staff.
3. Relocate to the designated safe area (Parking area across the street from the location).
4. Let a Danny Ds INC/Coral Sober Living staff member know you are safe and stay in the designated meeting area.
5. If the fire is small and can be extinguished, use one of the fire extinguishers in the area which are in working order and checked annually. Point, Aim, Squeeze, and Spray.

Bomb Threat or Hostile Situation

1. Call 911 to report the situation. Contact the CRRA immediately after contacting 911.
2. All residents and staff must evacuate the location.
3. Let a Danny Ds INC/Coral Sober Living staff member know you are safe and stay in the designated meeting area.
4. Both staff and residents will follow the directions of the emergency Fire Rescue when they arrive on scene.

Suicidal Resident

1. Danny Ds INC/Coral Sober Living takes all suicidal remarks seriously. Please notify a CRRA if a resident or staff member makes a suicidal remark.
2. Please contact 911. If you feel that you, a resident, or a staff member is a harm to yourself, themselves, or anyone else please immediately contact your CRRA.
3. Do not leave the person alone at all. Please stay with them until a Danny Ds INC/Coral Sober Living staff member can arrive.

Natural Disasters:

Power Failures

1. Stay calm and move the residents to areas with adequate lighting if possible.
2. If the area does not have adequate lighting, or has only insufficient lighting, flashlights are available at the residence.

3. Await further instructions.
4. Follow the direction of the CRRA if the generators are needed to help restore power for essentials (refrigerators, freezers)

Natural Gas Leak

1. Immediately evacuate the building.
2. Call 911 Emergency and inform them of the issue.
3. Proceed to the identified area of either the parking lot or across the street area.
4. Contact the CRRA.
5. Allow no smoking in the area.
6. Do not return to the building until approval has been given by the 911 Fire Emergency Rescue Department and/or the Gas Company.

Hurricane and Extreme Weather Disaster Plan:

Disasters can include hurricanes, fires, tornadoes, severe storms, epidemics, nuclear accidents, acts of bio-terrorism, civil disturbances, and major power outages.

This plan will focus primarily on preparedness for hurricanes and severe weather conditions. It will serve as a foundation for addressing other types of disasters and will be adjusted as necessary. The hurricane season spans from June 1 to November 30, during which we will closely monitor weather conditions for any signs of tropical storms or hurricanes that may threaten our area.

STORM WATCH ACTIVITIES:

Storm watch activities begin when media notifications indicate that a storm may be heading in our general direction. This is the alert period when residents typically start preparations and gather supplies. Since Danny Ds INC/Coral Sober Living has already implemented pre-watch preparations, watch activities will be the main focus.

Hurricane Watch: A Hurricane Watch means conditions are favorable for a hurricane to potentially affect the area where Danny Ds INC/Coral Sober Living is located. During this time, administration will notify all residents to take necessary precautions to secure the facilities and ensure their safety.

Hurricane Warning: A Hurricane Warning indicates that a hurricane is expected to have an impact. Hurricanes can be deadly and devastating, with winds reaching up to 200 miles per hour. If a Hurricane Warning is issued for Danny Ds INC/Coral Sober Living area, designated staff will activate the Natural Disasters procedure. They will ensure that all doors and windows are secured and will then evacuate the premises.

DISASTER PLAN OF ACTIVITIES:

The following plan outlines the activities to engage in before, during, and after a disaster.

Pre Watch:

Resident Initials_____

1. Monitor storms activities through media coverage
2. Gather supplies: food, water, safety and emergency medical items. Store these separately from the main supply to avoid use. Check shelf dates throughout and replace any outdated items.
3. Inform residents of the significance of monitoring the path and development of tropical storms, giving us sufficient time to prepare adequately, review, and/or revise plans, and allow time to notify all concerned individuals.
4. Review evacuation plans and relocation sites. Take note if the facility is located in an evacuation zone. In the event of a hurricane or severe weather conditions, affected residents and staff will need to evacuate.

PLANNING FOR RESIDENTS NEEDS:

Residents will be informed and included in preparations as soon as a storm or emergency is predicted. This process will be tailored to each house. Staff will assess each resident to identify any special needs that require advance planning, focusing on those individuals who may be most at risk in an emergency. This assessment will include, but not be limited to, medical, emotional, behavioral, and physical needs. It will also consider how changes in location, schedules, routines, lack of air conditioning, meal adjustments, and absence of work programs may impact residents.

At this time, staff will determine which residents may need to evacuate to a location different from the designated site for all residents. Factors such as availability, appropriateness, preparedness, administrative considerations, and, most importantly, the preferences of residents and their families will guide whether a resident will go to a family member's, guardian's, or friend's home instead of the designated evacuation site.

Residents who choose to shelter elsewhere must provide contact information for their shelter location. They will also be required to maintain daily contact with Danny Ds INC/Coral Sober Living via phone or text. Upon returning to Danny Ds INC/Coral Sober Living, residents must submit to a urine analysis (UA) and breathalyzer (BA).

WARNING STAGE ACTIVITIES:

Once a hurricane warning is announced, we can expect the hurricane to make landfall within forty-eight (48) hours. The media will begin providing phone numbers to call for emergency shelter and other information.

During the Hurricane Warning Phase:

1. Prepare the physical residence.
2. Execute the administrative preparatory plan.

3. Implement the evacuation plan. Recommended items to take to a shelter include work gloves, leisure items, books, magazines, games, arts and crafts supplies, sports equipment, handheld video games, tapes, a radio, and extra batteries.

Shelter in Place / In the Event of a Power Outage:

If a shelter-in-place order is issued during the hurricane, all residents must remain inside their homes until the storm has passed and local authorities declare it safe to go outside. Danny Ds INC/Coral Sober Living will provide water, non-perishable food (for 2 days), adequate medical supplies, a first aid kit, batteries, candles, and a charcoal or gas grill.

Residents are responsible for making arrangements to ensure they have an adequate supply of their medications, personal hygiene items, and any additional food or snacks.

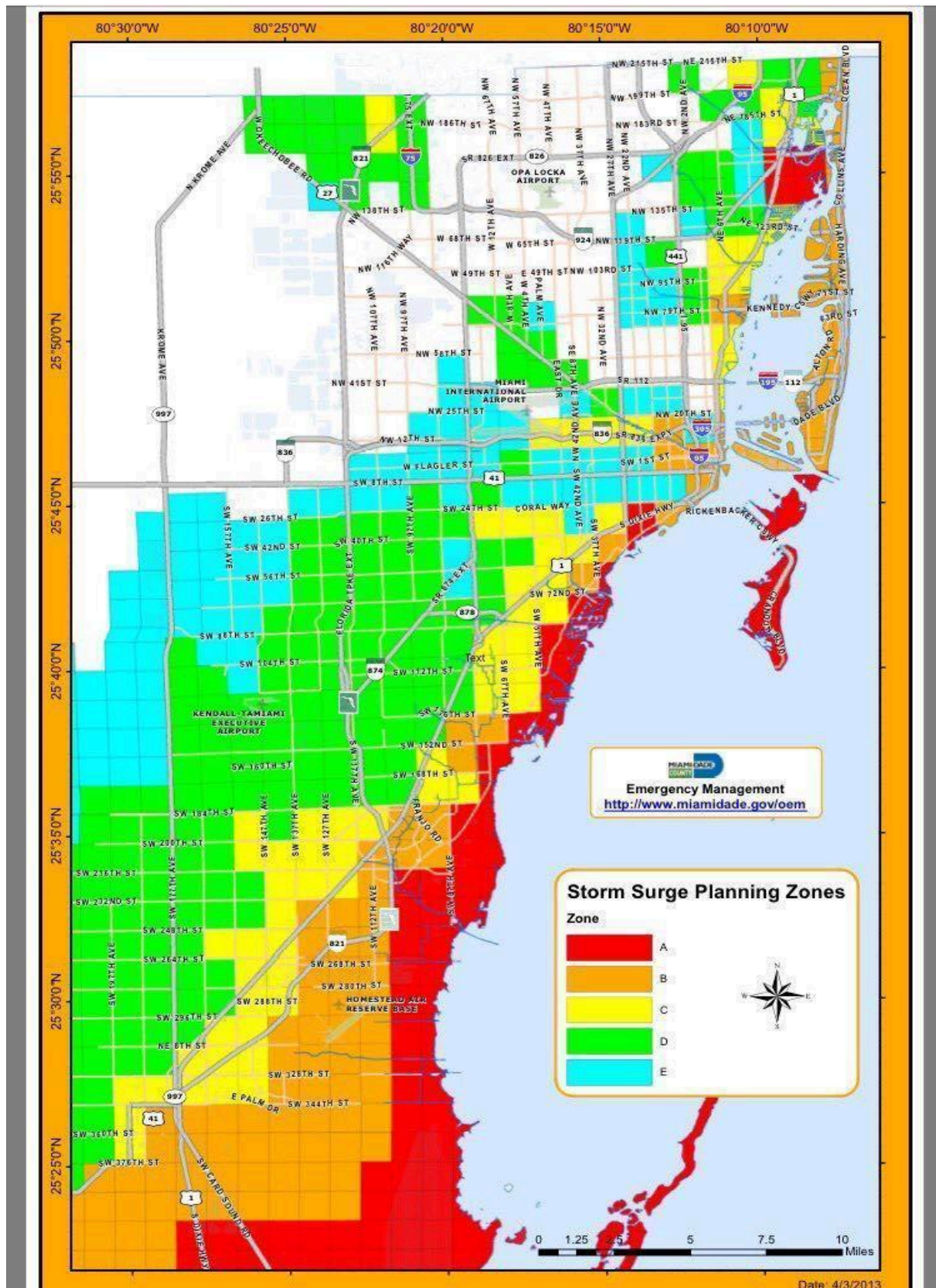
Temporary Shelter:

Danny Ds INC/Coral Sober Living is committed to providing temporary shelter, if necessary, for residents and staff during severe emergencies (e.g., severe storms, floods, flash floods, tornadoes, earthquakes, hurricanes) that threaten the integrity of Danny Ds INC/Coral Sober Living. The Chief Recovery Residence Administrator (CRRRA) will establish the temporary shelter for residents and staff once a severe emergency is identified by TV, radio, and/or the State of Florida. Additionally, the American Red Cross will identify temporary shelters within the community, typically within 2-4 hours before a disaster or 2-4 days before a required evacuation due to a hurricane.

In an emergency that requires residents and staff to evacuate Danny Ds INC/Coral Sober Living facilities to a temporary shelter, designated staff will execute standard emergency procedures and then evacuate to the temporary location.

Possible Evacuation Sites:

- A receiving substance abuse treatment center
- John I. Leonard High School
- TBD



Resident Initials_____

During the emergency:

Once staff and residents arrive at the evacuation site, staff responsibilities will include helping residents settle in and feel comfortable, unloading and organizing supplies. Designate areas for the safekeeping and dispensation of medications, inter-staff communications, food and water supplies, household items, and laundry disposables. Engage residents in as many activities as possible. The staff in charge will ensure that everyone remains indoors and away from the windows.

After the emergency:

Stay tuned to radio and TV stations until the official “all clear” is announced. Before going outside, ensure you have sturdy shoes to help avoid cuts from debris and falls. Stay away from downed power lines and do not use tap water; assume that a “Boil Water Order” is in effect until you are informed otherwise. Drive only when necessary. Keep residents at the evacuation site until it is determined that the facility or residences are safe to return to. Follow the designated emergency plan for the 48 hours following the event. Please maintain contact with your supervisors if phones are operational. After the event, residents should be allowed to make safe calls to their family members.

Infectious Disease Control Policy and Procedure

Policy: Danny Ds INC/Coral Sober Living will make every effort to practice good universal healthcare precaution standards to prevent the spread of infectious diseases. Be aware that at any given time, there may be residents at the facility diagnosed with communicable diseases. Residents with communicable diseases will be housed with others, and their diagnoses will remain confidential. Please take precautions to mitigate the risk of spreading communicable diseases within the residence and speak to staff if you have any questions regarding communicable diseases.

Procedure: Residents with communicable diseases or those who suspect they may be infected are required to disclose these issues to Danny Ds INC/Coral Sober Living upon admission into the program. Staff are required to keep this information confidential. Danny Ds INC/Coral Sober Living will instruct all residents to practice good habits to prevent the spread of disease while living at the facility and assume they may be living with someone who has a communicable disease.

Good Standards are defined as:

1. Hand Hygiene.
 - a. Wash hands with soap and water often especially after touching any items that are likely to be contaminated by blood, saliva, or respiratory secretions.

2. Respiratory Hygiene / Cough Etiquette

- a. Cover mouth with crook of inner elbow when sneezing or coughing if tissues are unavailable.
- b. Wash hands after sneezing or coughing if they have been in contact with respiratory secretions.
- c. If you believe you have been in contact with someone who is sick, wear a mask until you can verify you are not sick.
- d. If you are sick, please inform staff so health safety precautions can be taken for residents and staff.

3. Sharps Safety

- a. Residents are to only dispose of syringes in safe containers.
- b. Syringes must be kept in safe locations away from other residents
- c. Residents are recommended to use syringes in a safe location out of the sight of other residents.

4. Blood and Bodily Fluids Safety

- a. First aid is required if a resident is cut or bleeding. Proper bandages with antiseptics should be used to prevent infection and contamination.
- b. Notify staff immediately if blood or bodily fluids have contaminated the property.
- c. Any blood or bodily fluid that has contaminated the home should be cleaned up by the resident if possible. Proper sanitizing products must be used to ensure disinfection.

5. Bathroom, Shower, and House Etiquette

- a. Immediately clean up any blood and bodily fluids with proper disinfectant materials. This includes urine, feces, blood, sperm, hair, mucus, etc.
- b. Razors, scissors, buzzers, or any other barber equipment is not to be shared amongst residents.
- c. Sex toys are not permitted on property and under no circumstances should they be shared amongst residents.

Residents who need to use syringes for medical reasons must dispose of them in sharp containers located in the manager's office. Additionally, residents should keep a supply of syringes in the manager's office, where they will be provided with a one-day supply. As part of Danny Ds INC/Coral Sober Living protocol, residents must turn in a used syringe in order to receive a new one. If a used syringe is not turned in, the resident will need to fill out a report explaining what happened to the syringe and confirm that it was properly disposed of.

Resident Signature:

Date:

Resident Initials_____

Emergency/ Non-Emergency Contact Sheet

Emergency Phone Numbers:

1. 911 for all emergencies (Should always be the first call)
2. National Suicide Hotline: 1-(800)-273-8255
3. North Miami Beach Fire Rescue: (305) 949-5500
4. North Miami Beach Non-Emergency Police: (305) 948-2940
5. Miami-Dade Fire Rescue: (786) 331-5000
6. Miami-Dade Police Non-Emergency: (305) 471-1780
7. Aventura Hospital: (305) 682-7000
8. North Shore Medical Center: (305) 694-9500
9. Urgent Care North Miami Beach: (305) 947-4949
10. Urgent Care Aventura: (786) 460-6880

Hospital Name/Addresses:

Here are some healthcare facilities in North Miami Beach:

North Shore Medical Center: 1100 NW 163rd St, Miami, FL 33169

Aventura Hospital & Medical Center: 20900 Biscayne Blvd, Aventura, FL 33180

Urgent Care Miami Beach: 1200 Dade Blvd, Miami Beach, FL 33139

Staff Management Phone Number:

Stephen C- (570)-460-9509

Danny D- (305)-725-8433

Kerry D (786)-273-0830

Garrett L (954)-817-7143

Resident Rights

- Right to be treated with courtesy and respect, with appreciation of your individual dignity and with protection of your need for privacy
- Right to be informed in writing about services and fees before entering the residence

Resident Initials_____

- Right to reasonable access to adequate and humane services regardless of your race, religion, sex, sexual orientation, ethnicity, age, handicap, political views, or financial status. Danny Ds INC/Coral Sober Living sober living does not discriminate against residents on the basis of color, national origin, marital status or sexual preference
- Right to know what your program fee balance is as resident upon request
- Right to prompt and reasonable response to questions and requests
- Right to be treated with dignity and not be subjected to unusual punishment, humiliation, mental abuse, or punitive interference with the daily functions of living, such as eating and sleeping
- Right to know the identity and professional statuses of the individuals providing your services and care
- Right to receive the opinion of a consultant, at your own expense
- Right to freedom from requirement to perform tasks that may cause injury or emotional trauma
- Right to know what resident support services are available
- Right to know what rules and regulations apply to your conduct as a resident
- Right to reasonable safety with regard to Danny Ds INC/Coral Sober Living and its environment
- Right to express grievances regarding any violation of your rights, as stated in Florida law, through the grievance procedure of your sober living residence which serve you and to FARR
- Right to contact appropriate staff if you wish to express a concern/grievance or should have any questions about how to file a complaint to management. Your right to register a complaint will not result in any type of retribution now or in the future
- Right to report of any accuse or suspected abuse or neglect to administration and expect to receive a quick and reasonable response
- Right to discharge from residence prior to commitment expiration date. Discharge will be done at your own responsibility, risk, and cost. If at any time you wish to leave, please discuss this decision with House Manager or CRRA so we may assist you any way we can.
- Right to Assurance of health and safety. Emergency medical care will be accessed by using 911. Danny Ds INC/Coral Sober Living sober living is not responsible for any medical expenses incurred if medical attention or care is required during stay.
- Right to all signed documents upon request
- Right to live in a drug and alcohol-free environment

Resident Requirements

- To treat each fellow resident and staff member with dignity and respect.
- To remain abstinent from use of alcohol and/or drugs, including narcotic medications prescribed by a licensed physician.
- To be trained on how to properly administer Narcan in the event of an overdose. Training will include how to administer Narcan and how to identify the signs of an opiate overdose.

- To promptly report any residents' use of alcohol and/or non-permissible drugs to staff in order to ensure the continued safety and wellness of all residents within the community. You will remain anonymous.
- To encourage fellow residents' active engagement in their own personal recovery plan; respecting boundaries, while providing honest, peer supportive perspectives and suggestions based on experience.
- To welcome new residents, assist in their orientation to the community culture and encourage new residents to participate in residence activities. To make reasonable efforts to include new residents in attendance of mutual aid meetings, community chores, communal food shopping, meal preparation and dining as well as inclusion in social and/or sporting activities.
- To voluntarily abide by the **"House Rules"** at all times for the safety and well-being of the resident community.
- To hold peers accountable to adhere to house rules for the safety and wellness of the community and to openly raise concerns regarding a resident's continued failure to adhere to house rules at a scheduled house meeting where the entire community might be made aware while having an opportunity to provide constructive input to their peers.
- To be mindful for the rights of neighboring families; refraining from the use of lewd or vulgar language, elevated noise levels, over-crowded parking, loitering, littering or other actions that might be considered as impinging on the safety and well-being of neighborhood persons, family members and property.
- To maintain personal space and all common areas in a clean, orderly fashion and to voluntarily contribute to the maintenance of both the interior and exterior of the residence.
- To be mindful of physical and mental needs and to take necessary action(s) to address those needs. If so, doing requires external support, it is the resident's responsibility to make their need for assistance known to peers and/or staff with advance notice to provide them an opportunity to support the resident.
- To pay program fees and any other fees as agreed and maintain a record of such payments; including retention of each receipt provided by owner, manager or staff at the time of their payment.
- To take any prescription medications as prescribed and to not discontinue any medications without speak to the prescribing doctor.

Grievance Policy and Procedure

If a resident feels that their rights have been violated or if they feel they have been unjustly accused of violating any rule, then they must use the following grievance procedure. It is important that the resident follows these steps. This procedure has been established to ensure that you are treated fairly. Situations in which you have clearly

Resident Initials_____

violated rules or situations that are beyond the direct control of staff do not constitute grounds of grievance. Danny Ds INC/Coral Sober Living will post grievance policy in a conspicuous location in the residence. Danny Ds INC/Coral Sober Living will include a FARR grievance redirect link on the provider website.

The processing procedures for grievances and complaints are as follows:

- a. The resident is encouraged to discuss any problems with their resident manager. The resident and resident manager will try to find a resolution. The resident manager will correspond with the CRRA on the grievance and/or complaint and any resolution.
- b. All grievances shall first be filed with the resident manager by completing a grievance form. Grievance forms are located at the residence. The resident manager will conduct an internal investigation and render an initial determination and resolution within 2 days of receipt of the complaint in writing.
- c. If the complainant is not satisfied or if the complaint is not resolved with the results achieved in Step 2, the complainant may file an appeal and/or the grievance shall be forwarded to the CRRA and this meeting shall be held within five days of the date it is requested. The decision of the CRRA is final
- d. The resident shall be presented a resolution and response to their grievance in writing.
- e. In the event that the Client does not feel a resolution has been reached they may contact FARR.
- f. Residents will face no retribution for filing a grievance against a provider.

If the grievance is against a manager, a grievance may be submitted in writing straight to the CRRA. The CRRA will speak with you within two business days after receiving the grievance. Within two business days after that, the CRRA will respond to you in writing.

If you do not feel that your concern will be or was not addressed through this grievance form, we encourage you to visit www.farronline.info/grievance or by phone at (561) 299-0405 and file a grievance with our accrediting body. The safety and health of the community is our primary focus, so that every individual has the opportunity to achieve long term recovery.

Resident Signature:

Date:

Resident Initials_____

Grievance, Suggestion, Complaint Form

1. Please describe your grievance, complaint, or suggestion.
2. Describe: What attempts have you made to resolve the grievance, complaint, or suggestion?
3. Describe: How you would like to see this grievance, complaint, or suggestion resolved.

Please complete this form and give it to your house manager, CRRA, or another staff member. Danny Ds INC/Coral Sober Living considers client feedback very seriously and will carefully review this form. As noted in the client grievance procedure, a formal grievance process begins within 24 hours of your turn in this form.

Resident Signature

Date

Resident Name (print)

Staff Signature

Date

Response to Grievance

Copy given to resident on: _____

Resident Initials_____

By:_____

Maintenance Issues / Maintenance Form

It is the policy of Danny Ds INC/Coral Sober Living to address maintenance concerns in a timely manner, typically 24-48 hours depending on the issue. Danny Ds INC/Coral Sober Living will utilize a maintenance request form. Maintenance forms will be available at the housing. Please turn into the House Manager on duty.

Major Maintenance Issues:

(Water damage, AC malfunctions, fire hazards, or anything deemed to cause significant more damage if not immediately addressed)

Please notify staff immediately and utilize the maintenance form.

Minor Maintenance Issues

(Broken box springs, damaged doors, other minor household maintenance issues that will not cause more damage if not immediately addressed)

Please utilize the maintenance form.

Maintenance Request Form

Today's date:_____ Time

Submitted:_____

Property:_____

Work

Requested:_____

Does the repair present immediate safety or health risk? Yes____ No_____

Priority Action: () Repair requires immediate action due to safety/health hazard
() Repair is required when reasonably possible. No Safety risk.
() Low priority rating, submitted for future planning.

Request by:_____

Section #2 To be completed by maintenance personnel

Date of Action:_____

Signature of maintenance personnel:_____

Resident Initials_____

Resident and/or Guest Agreement

HOUSING AGREEMENT FOR SOBER RESIDENCE

Resident Lease and Guest Agreement (Financial Obligation Agreement)

Thank you for considering joining our sobriety family. Your program fee contributes to maintaining this supportive community. The program fee for Danny Ds INC/Coral Sober Living, Inc. is determined on a case-by-case basis, depending on your individual situation and the type of bedroom you occupy.

All residents will be charged a weekly fee of \$195.00, \$200.00, \$215.00, or \$225.00, based on the location and type of bed.

Managers Initials: _____

The program fee is due at the end of each week and can be paid via cash, PayPal, check, or other cash apps. A prorated fee will be required upfront upon your arrival, with subsequent payments due each Friday. Late payment will incur a daily fee of \$5.00. If you require a drug test, you will be responsible for all associated costs.

A weekly payment of \$195.00, \$200.00, \$215.00, or \$225.00 is required upon arrival.

Please inform management if you plan to leave. You must notify a manager at least one week in advance if you intend to leave our facility.

In the case of a forced discharge, all rent and deposits will be forfeited.

I have read, understood, and agree to all the rules and regulations outlined above. If you have any questions, please ask a manager for further clarification.

Resident Signature:

Date:

1. Program Fees. Residents agree to pay, without demand, to Danny Ds INC/Coral Sober Living their portion of the program fees for the apartment, unit, or single-family home as

Resident Initials_____

outlined in the program fee payment chart. Payments are due before the first day of the initial week, which runs from Friday to Thursday. After the initial term of this agreement, it will continue on a week-to-week basis, ending on the following Thursday. Either party may terminate the agreement with one week's written notice after the initial term. Danny Ds INC/Coral Sober Living reserves the right to terminate the agreement at any time for a resident's violation of house rules as defined in the Danny Ds INC/Coral Sober Living Policy & Procedures Manual. Payments should be made to Danny Ds INC/Coral Sober Living or their designated representatives, who will provide receipts upon request at the time of payment. Late payments will incur a \$20.00 late fee. Any payment not received by 6 PM on Sunday is considered late.

Due Date	Amount Due
First Week	\$215.00
Second Week	\$215.00
Third Week	\$215.00
Fourth Week	\$215.00

COMMENCEMENT DATE: This agreement will begin on the date specified in the first section of this document.

INITIAL TERM: Week to week (the initial "term").

ADMINISTRATION FEE: Danny Ds INC/Coral Sober Living requires a non-refundable Administration Fee of \$50.00 from the Resident, payable before move-in, as an additional program fee.

ADDITIONAL FEES: The cost of drug testing is included in the weekly program fee, except when the resident chooses and is approved for a pass. In such cases, the resident must pay \$20 for the urine analysis test upon returning to the Danny Ds INC/Coral Sober Living property. A \$20.00 late fee will apply to all overdue rent payments.

PREMISES:

USE OF PREMISES: The premises shall be used and occupied by the Resident solely as a sober cohabitation residence. No part of the premises may be used for any business or trade during the term of this agreement. The Resident shall comply with all sanitary laws, ordinances, rules, and orders from relevant governmental authorities regarding cleanliness, occupancy, and maintenance of the premises, as well as all rules

Resident Initials_____

set forth by the Apartment/Condominium Board and Danny Ds INC/Coral Sober Living during the term of this agreement.

NUMBER OF OCCUPANTS: The premises shall be occupied by no more than three adult persons per bedroom. No additional individuals may occupy the premises, nor may the Resident allow any relatives, friends, or acquaintances to stay at any time. Occupancy is restricted to those individuals who have a written agreement with Danny Ds INC/Coral Sober Living.

CONDITION OF PREMISES: The Resident acknowledges that they have inspected the premises and improvements, and that, at the time of this agreement, they are in satisfactory, safe, clean, and tenantable condition.

ASSIGNMENT AND SUBLETTING: The Resident shall not assign this agreement, sublet the premises, or grant any license for its use without the prior written consent of Danny Ds INC/Coral Sober Living. Any unauthorized assignment or subletting shall be void and may result in the termination of this agreement at the discretion of Danny Ds INC/Coral Sober Living. Upon written demand from Danny Ds INC/Coral Sober Living, the Resident shall immediately vacate the premises.

DAMAGE TO PREMISES: If the premises are partially damaged by fire or other events not caused by the Resident's negligence or willful misconduct, Danny Ds INC/Coral Sober Living will promptly repair the premises, with a corresponding reduction in program fees for the duration that the premises are uninhabitable. Danny Ds INC/Coral Sober Living may choose not to repair; in this case, this agreement will terminate, and program fees will be prorated up to the date of the damage.

UTILITIES: Danny Ds INC/Coral Sober Living shall be responsible for arranging and paying for all utility services required on the premises, including water, internet, electricity, and garbage service.

FURNISHINGS: The apartment/unit/single-family home is rented as a furnished residence containing household furniture, beds, kitchen utensils, a television, a microwave, linens, and other household items, all of which are part of this agreement. The Resident agrees to return all items to Danny Ds INC/Coral Sober Living at the end of this agreement in the same condition as received, except for reasonable wear and tear. By signing this agreement, the Resident confirms that all listed items are in good and usable condition.

MAINTENANCE AND REPAIR: The Resident shall promptly make any and all repairs to the premises, including plumbing, fixtures, wiring, etc., when the damage is caused by the Resident's fault or negligence.

Resident Initials_____

ANIMALS: The Resident shall not keep domestic pets or other animals on or around the premises without the prior written consent of Danny Ds INC/Coral Sober Living.

INSPECTION OF PREMISES: Danny Ds INC/Coral Sober Living and their agents shall have the right to enter the premises at any time during the term of this agreement and any renewals for the purpose of inspecting the property.

SURRENDER OF PREMISES: Upon expiration of this agreement, the Resident shall surrender the premises in the same condition as received, except for reasonable wear and tear.

DEFAULT: If the Resident fails to comply with any material provisions of this agreement or any applicable rules and regulations prescribed by Danny Ds INC/Coral Sober Living, a copy of which is attached hereto, Danny Ds INC/Coral Sober Living may terminate the agreement, and the Resident must vacate the premises immediately. If the Resident fails to pay program fees when due, and the default continues for three (3) days after a payment demand from Danny Ds INC/Coral Sober Living, the agreement may be terminated, and the Resident must immediately vacate the premises.

Additionally, the Resident agrees to maintain individual sobriety and must vacate the premises immediately upon written notice of non-compliance with any of the following violations of Danny Ds INC/Coral Sober Living House Rules:

- Any use of alcohol, drugs, or mood-altering substances. Use or possession thereof will result in immediate termination of this agreement, except for medications prescribed by a physician (prior notification to Danny Ds INC/Coral Sober Living and approval is required).
- Physical confrontation, acting out/yelling, or verbal or physical threats.
- Violation of rules outlined in the Resident Orientation Handbook.

INDEMNIFICATION: The Resident agrees to indemnify and hold Danny Ds INC/Coral Sober Living, its members, agents, assigns, and all owners of the rented premises harmless from any and all claims arising from any act, omission, or negligence by the Resident, their licensees, agents, servants, guests, invitees, or independent contractors, or arising from any accident or injury occurring in or around the premises. This indemnity includes all costs and reasonable attorney fees incurred in connection with such claims. This provision shall survive the termination of this agreement. The Resident understands and agrees that Danny Ds INC/Coral Sober Living and its officers, principals, agents, and employees will not be personally liable for any breach or

Resident Initials_____

default under this agreement. In the event of a breach by Danny Ds INC/Coral Sober Living, the Resident's remedies shall be limited to the equity Danny Ds INC/Coral Sober Living holds in the premises.

ABANDONMENT: If the Resident abandons the premises during the term of this agreement, Danny Ds INC/Coral Sober Living may take possession of the premises as provided by law, without being liable to the Resident for any damages. Danny Ds INC/Coral Sober Living may release the premises at their discretion, as an agent for the Resident, and may receive program fees from such release. Danny Ds INC/Coral Sober Living retains the option to hold the Resident liable for any difference between the program fees due under this agreement and the net fees obtained from releasing the premises. Any personal items left behind after the Resident abandons the premises will be held for ten (10) days by Danny Ds INC/Coral Sober Living, after which they may be donated to a charity of Danny Ds INC/Coral Sober Living's choice.

BINDING EFFECT: The covenants and conditions contained herein shall bind the heirs, legal representatives, and assigns of the parties, and all provisions shall be construed as conditions of this agreement.

IN WITNESS WHEREOF, the respective parties have signed, sealed, and delivered this agreement on the date and year written below.

Resident:

Resident Signature:

Date:

Financial Obligation Policy and Procedure

Policy: All incoming residents will be screened to ensure they can financially afford the program fees at Danny Ds INC/Coral Sober Living. Residents will receive written information about all potential costs prior to acceptance. A financial obligation agreement must be acknowledged in the resident orientation handbook. Program fees may change; Danny Ds INC/Coral Sober Living will notify residents thirty days in advance of any changes to the regular program fees. Residents have the right to request clear financial statements within a reasonable timeframe.

Danny Ds INC/Coral Sober Living will maintain an accounting system that records all financial transactions involving residents, including charges, payments, deposits,

Resident Initials_____

payment methods, fees, and any payments made by third parties. Residents are entitled to receive a copy of their financial statements from Danny Ds INC/Coral Sober Living within a reasonable timeframe.

If a resident falls behind on program fees, their residency will be reviewed by the CRRA.

Procedure:

Accounting System

Danny Ds INC/Coral Sober Living accepts multiple forms of payment and issues a paper receipt to each resident. The receipt will include the resident's name, the staff member's name who collected the payment, the amount paid, the remaining balance, the date of payment, the method of payment, and third-party payment information if applicable.

This information is tracked on an Excel sheet and updated weekly. Residents will be informed weekly of their balance on the due date for program fees. In case of discrepancies, residents can review their payments with the CRRA and discuss the issue.

If a resident falls behind on rent, the following steps will be taken:

The resident will meet with the CRRA to answer questions about their program fee obligations.

The CRRA and the resident will establish a financial hardship agreement to address the outstanding balance.

If a payment plan cannot be created, the resident's emergency contact will be informed about the potential for discharge from Danny Ds INC/Coral Sober Living if the program fee obligations are not met within the specified timeframe. A summary of this conversation will be documented in the resident's file with the resident's signature.

If a financial hardship agreement is established, the resident must sign it, confirming their understanding that failure to meet the plan's expectations may lead to discharge from Danny Ds INC/Coral Sober Living. This agreement will be kept in the resident's file.

If the resident and CRRA cannot reach a mutually agreeable solution regarding the program fee obligations, residents will be informed of the timeframe they have to become financially compliant with Danny Ds INC/Coral Sober Living; otherwise, they will be dismissed from residency. All possible avenues for collecting program fee payments will be explored before dismissing the resident. Residents will receive community resources prior to discharge.

Administration / Deposit Fee

Resident Initials_____

Danny Ds INC/Coral Sober Living charges a one-time, non-refundable administrative fee that must be paid by the resident before acceptance into the residence. If financial hardship exists, this fee may be paid over time. The fee due at the start of residency is subject to change at the discretion of Danny Ds INC/Coral Sober Living.

Regarding deposits (referred to by various names from different providers), if a deposit is refundable, details on the refund process will also be provided.

Basic good practice requirements would be:

1. Reasonable length of stay recommendation being met.
2. Property left in good condition. Recommend walking through living space with resident prior to resident moving in and listing any damages or defects to the property.
3. Will deposit only be paid back in case of a successful discharge determined by facilities policies and procedures (will they be paid deposit back if they meet all other requirements but discharge due to relapse)
4. Who is the deposit paid back to? (If deposit was paid by someone other than the resident)
5. In what form the deposit will be paid back? (Cash, check, etc.)
6. How long after resident moves out, can the resident expect the funds)

Program Fee Schedule:

A Program Fee of \$195.00, \$200.00, \$215.00 or \$225.00 is due every Friday for the upcoming week. Advance payments can be made for program fee and/or other charges directly to the administration. Failure to pay can result in loss of privileges or expulsion from the residence. Late program fee payments will result in a \$20.00 Dollar Amount fee. Program fees are fixed and are subject to change at Danny Ds INC/Coral Sober Living discretion. The daily/weekly/monthly/etc rate is as follows:

Due Date	Amount Due
Admin Fee / Deposit / Etc.	\$215.00
daily rate	\$30.00
weekly rate	\$215.00
monthly rate	\$860.00

If a resident falls behind \$430.00 in program fees then the resident's residency will be put up for review by the CRRA to determine if Danny Ds INC/Coral Sober Living can continue to provide housing for that resident.

Resident Initials_____

Resident Signature:

Date:

Financial Hardship/ Scholarship Policy

Policy: Danny Ds INC/Coral Sober Living will look at each potential scholarship client on a case-by-case basis. All scholarship clients will receive the same support from Danny Ds INC/Coral Sober Living that non-scholarship clients receive. If a resident is chosen and determined to be a right fit for the residence, then they will be responsible to find a job within the first two weeks. Upon the resident receiving their first paycheck the resident must pay the program fees plus start paying towards any back program fees owed. If a resident falls behind \$430.00 in program fees, then the client's residency will be put up for review by the CRRA to determine if Danny Ds INC/Coral Sober Living can continue to provide housing for that resident. Danny Ds INC/Coral Sober Living will exhaust all options for obtaining owed program fees from a resident before dismissing that resident from our housing.

Resident Signature:

Date:

Community Resource Guide

Florida Association of Recovery Residences (FARR)

(561) 299-0405

<https://www.farronline.org/>

Little River Club AA & NA Meetings

51 NE 82nd Terrace, Miami, FL 33138

(305) 759-6332

West Dixie Club House

1636 NE 148th St, Miami, FL 33181

(954) 866-5729

Florida Department of Children and Families (Food Stamp Office)

01 NW 2nd Ave, Miami, FL 33128

Resident Initials_____

(305) 377-5055

Miami Bus Station

3797 NW 21st St, Miami, FL 33142

No Cost Treatment Options:

Central Intake Unit

3140 NW 76th Street

Miami, FL 33147

305-694-2766

Better Way of Miami

800 NW 28th St, Miami, FL 33127

(305) 634-3409

Signature Stating that the Resident Understands the Above Policies and Procedures and Summary:

___ I am currently of sound mind and not under the influence of drugs and alcohol.

___ I agree that I am a resident in a recovery residence. I agree that I am not protected by, nor will I invoke any protections of local landlord tenant laws. If it is found that local landlord tenant law applies, I hereby renounce any right that I may or may not have relating to the same.

___ I specifically agree that if I violate any of the rules and consequences of Danny Ds INC/Coral Sober Living, I can be expelled from the property and forfeit any rights to my recovery residence program fees including deposit or prepaid fees. I agree that final determination for any disciplinary action will be made by Danny Ds INC/Coral Sober Living and may not be appealed.

___ I agree that if I am expelled from a property owned or leased by Danny Ds INC/Coral Sober Living, I may forfeit my prepaid fees.

___ I agree that in the event of a relapse, discharge, medical emergency, or death, my emergency contact will be notified.

___ I agree that if I default on any portion of this contract and Danny Ds INC/Coral Sober Living must go to any court to collect program fees and/or fees, I am liable in full for the payment of all costs incurred in collecting the program fees and/or fees including court costs and reasonable attorney's fees.

Resident Initials_____

By signing your name below and initialing above, you certify that you have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of the agreement with the above policies. You may receive a copy of this document upon request.

Resident Signature:

Date:

Resident Initials_____