

BEYOND LIGHT, INC

“BEYOND MALE”

Operational function and Security SUPERVISED TRANSITIONAL HOUSING 4212 Livingston Road SE

A. PROGRAM EXPECTATIONS

This section of the handbook deals with the expectations and requirements of clients while a resident of the **BEYOND LIGHT, Inc** Supervised Transitional Program. These expectations pertain specifically to your recovery and to behaviors and skills that prepare you for independent living.

Alcohol and Drugs:

Abstinence from alcohol and drugs is critical to your recovery! You are to abstain from the use of drugs and alcohol. You should avoid high-risk situations by not associating with active drug and alcohol users. The use of mind-altering drugs is not allowed in this program. You will be required to submit to random drug and alcohol testing. Staff will monitor all tests, which means you must remain in the presence of staff until you void a sample. Refusal to produce a sample is equivalent to a positive result.

The Treatment Team who includes a **CSOSA-Monitor Movement** representative will review any evidence of drug use while participating in the program. A positive drug/alcohol screen could result in a referral to the appropriate level of care and/or immediate dismissal from the program.

Twelve-Step Meetings:

You are to attend NA/AA meetings as specified by your rehabilitation plan developed by you and your primary counselor. The primary counselor will provide you with a meeting sheet to use to document your attendance. The primary counselor will also help you determine if other 12-Step meetings might be beneficial for you as well e.g., Al-Anon, Cocaine Anonymous, Eating Anonymous.

Sponsorship/Mentor:

Sponsorship/Mentorship is an important part of a successful 12-Step program. While programming it is suggested that you obtain a sponsor or mentor to guide you through the recovery process in addition, sponsorship/mentorship will strengthen your network once you leave the program.

Employment:

Being employed and earning an income are necessary steps toward self-sufficiency. You are expected to maintain employment during your stay in **BEYOND LIGHT, Inc**-Supervised Transition Program.

Clinical Director, Clinical Supervisor or Program Manager must clear any deviation for the listed time frame of job searching. Circumstances under which mandated counseling at counseling Services does and does not occur

- Counseling Services does not provide services to clients who are required to receive mental health
- As a rule, Counseling Services only accepts mandated evaluation cases that can be completed over the course of one or two sessions. The only exception occurs, when a client's returns to BEYOND LIGHT after a medical leave (or leave of absence) that comes about because of a suicide attempt or self-harm gesture. In such cases, BEYOND LIGHT, Inc clinical staffs may mandate that such clients participate in ongoing evaluations of their danger to themselves over a period of several weeks, but no more than one semester. (90 day)
- **Counseling Services (LICSW-LPC'S)** May and/or does provide psychological assessments for diagnosing learning disabilities or attention disorders, only support with documentation. Clients seeking such services will be referred to the Enrichment Center for guidance on securing the services.

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Policy on Releasing Information to the International Programs Office Regarding Study-Abroad Candidates

Date adopted: July 2006 Most recent revision: July 27, 2017

- Counseling Services recognizes that the International Programs at BEYOND LIGHT, Inc Office is in the sometimes-precarious position of determining which applicants for Treatment abroad are capable, not only of doing the employment or academic work required, but also of adjusting satisfactorily to the many new demands that will be placed on them. Counseling Services also recognizes that confidential information about clients who attend groups and their 1:1 session and meet c Care Coordinator as scheduled, may at times help the Out- reach team to bag Condoms and toiletry for the purposes of donating to Homeless shelter and DC schools
- Counseling Services staff will encourage any Clients with whom they are working to voluntarily share with IPO their relationship with Counseling Services and any mental health concerns they may have when they apply for abroad programs.

Policy on Supporting Clients' Medical Leaves

Date adopted: July 2006 Most recent revision: May 2017

- Counseling Services staff supports client's medical leaves from BEYOND LIGHT, Inc when significant psychological problems (e.g., clinical depression) or personal concerns (e.g., serious illness in family) have markedly undermined a client's ability to function cognitively. The decision to grant a medical leave, however, is ultimately the responsibility of the BEYOND LIGHT, Inc clinical staffs.
- Counseling Services staff will document their support of a client's medical leave in the client's counseling folder/DATA. With the client's written permission, this documentation may be shared with the Clinical.
- Whenever appropriate, Counseling Services staff may recommend that a client who is granted a medical leave participate in treatment with a (licensed or certified) mental health professional before returning to BEYOND LIGHT, Inc. The clients may be asked by the clinical staffs to provide evidence of having successfully participated in treatment when requesting to return from a medical leave of absence. There is a protocol and form for clients seeking to return from a medical leave.

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NO FOOD DELIVERIES UNLESS APPROVED BY CLINICAL DIRECTOR FOR THE PURPOSE OF FOOT BALL GAMES.

Staffs Roles and Hours of operation:

(7) staffs' person All of whom will drive to work.

(1) Licensed Cook 5:00am-9:00am

Day shift: (1) Monitors 7:00am-7:00 pm- (2) Monitor from 7:00pm-7:00am-rotation

(1) Clinical Director 7:30 am-4:30pm

(1) Clinical Care -12:00-7:00pm

(1) Substance Abuse Counselor 4:00pm-10:00pm

1. Monitor's will perform a (**12-hour shift**) from 7:00am until 7:00pm and 7:00pm until 7:00am

2. Monitor's will provide security checks throughout their shifts; check LOGG sign in and Out books; work schedules and or any day passes to any other appointment (s) such as Mental health, NA/AA Meetings and or Medical or Dental appointments with the approval of the Clinical Director; Clinical Care and or substance abuse counselor. Monitors will also, escort clients to any sporting and articy events. Communicate with clinical Care regarding the client's compliance; monitor mood and effects daily and document every 45 minutes all Clients movement, meals-special diets, laundry day and smoking area and daily Chores. Attend all training, communicate with all clinical staffs. **Transport when deemed.**

3. Clinical Staffs: CLINICAL DIRECTOR 7:30AM-4:30PM

A(Ensure daily operational Function: Train and monitor staff performance daily; Group scheduling; authorize any clients Movement. Communicate and Meet with Treatment specialist weekly discussing clients progress, movement ensuring BEYOND LIGHT is meeting the goal of the contract. CD can provide Family Therapy CAN PROVIDE GROUPS and Individual session. Will address all clients concerns and refer to client advocate for further review

B) 12:00 noon 8:00pm **Clinical Care Coordinator**: Ensure all Mental health and Medical appointments are scheduled; Program compliance is met. Clients **MUST comply with all services to remain in the 90-day Work Therapy Program along with exhibiting a continuous behavior to stabilize in their daily functioning, (CC) will Document and ensure all goals are met; Communicate with other Treatment providers weekly such as Mental**

health/other. Document any medical and Diagnoses changes. Ensure the clients are at their work sites, communicate daily with the Treatment Specialist designated by the Contractor. Who will also monitor client's movement and employment sites.

C)Provides therapy to each client 1x week for the duration of their 90 days stay. Attend all training and communicate any clients changes daily, such as medication; diets and or appointments.

D)Home Visits 2 x month until their duration of stay ensuring their living environment is healthy and or other housing option are needed such as Oxford housing-Stabilize on going recovery

E) Discharge planning; To Out- Patient Treatment for on-going stability and or any other housing needs for on-going support

4.4:00 pm 10:00pm-Substance Abuse Counselor

Individual Counseling session 1 X WEEK; Substance abuse and relapse Education and process groups, Life skills and money management groups; educating the clients on the dangers of Alcohol and drug use and its causes to relapse and unmanageability which occurs in their daily function. Explore work schedules. Ensure clients are in compliance with Program rules and regulation. Meet with Treatment Specialist weekly to discuss cases and discharge planning. Attend all training and meetings. Check all logs books and client's movements, activities. Document and Distribute all Smart trip cards.

****Further Monitoring and Security of the facility at 4212 LIVINGSTON ROAD SE

BEYOND MALE SUPERVISED TRANSITIONAL HOUSING

There will be 24 hours security cameras on the property

Monitored by ADP and staffs at BEYOND LIGHT, Inc

BEYOND MALE SUPERVISED TRANSITIONAL PROGRAM

4.4:00 pm 10:00pm-Substance Abuse Counselor

Individual Counseling session; Substance abuse Education and process groups and Life skills and money management groups; educating the clients on the dangers of Alcohol and drug use and its causes to relapse and unmanageability which occurs in their daily function. Check- work schedules. Ensure clients are in compliance with treatment services, view NA/AA /ALNON attendance.

Date adopted: July 2006 Most recent revision: May 2017

Office of BEYOND LIGHT, Inc Clinical Services is a part of Behavioral Health. The Office of BEYOND LIGHT, Inc., Life is responsible for co-curricular life. Its programs and policies are founded on the belief that life outside the Treatment facility, promoting influences a Clients growth and development as much as the academic experience. Programs reflect the importance of the Clients nature of the enrichment and educational promotion and College opportunities / other educational goals (Day Treatment) if assessed. The process of self- governance in Recovery and their own self-care encourages clients to resolve conflicts and to learn how to live effectively in a community. These programs are diversified, but all support the idea that education is a process of intellectual and social growth and change.

Clinical Services The mission of BEYOND LIGHT, Inc Counseling Services is to provide a professional and confidential setting for the psychological, emotional, and developmental support for clients as they pursue Life skills and develop goals and explore personal growth, and act as a resource for other community services and staff to assist with their interactions. When this mission is fulfilled, the quality of the clients' experience at BEYOND LIGHT, Inc is enhanced, and they are more likely to achieve personal success.

Goals derived from Clinical Services' mission statement: 1. Promote the psychological and emotional wellbeing of Clients. 2. Enhance Clients' personal functioning.

Counseling Services is treatment center. Please consult the Scope of Practice in the Addenda for a full explanation of the limits of service.

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Policy on Ethical Standards and Confidentiality

Date adopted: July 2006 Most recent revision: May 2017

- **Counseling Services' professional staff adheres to the ethical standards of their respective professions: National Association of Social Workers (NASW) and the American Counseling Association (ACA). Chapter (63)**
- **Of critical importance to Counseling Services' mission is maintaining ethical standards relating to the confidentiality of our services. The standard from NASW's (2017) Code of Ethics relating to "Privacy and Confidentiality" (Ethical Standards 1.07) serves as a general standard for all Counseling Services' professional staff and interns. This standard is reproduced in the addenda.**
- **Clinical/counseling appointments are made in one-hour increments. The actual length of time for a counseling appointment is 45 minutes. At the end of each sessions may be reduced to 30 minutes. This allows the counselor time for documentation of the previous appointment, and for centering before the next appointment.**

Policy on Eligibility for Services

Date adopted: July 2006 Most recent revision: May 2017

- **Currently enrolled BEYOND LIGHT, Inc Programs in Mentoring, Substance use Disorders Education at BEYOND LIGHT, Inc to receive all Clinical/ Counseling Services.**
- **Although the families and partners of BEYOND LIGHT, Inc may attend occasional consultations together with a Client who is in counseling at BEYOND LIGHT, Inc. Clinical Services, counseling services are available to clients of BEYOND LIGHT, Inc**
- **Counseling Services does offer court-mandated or forensically oriented services to BEYOND LIGHT, Inc clients.**
- **Should a BEYOND LIGHT, Inc, Client require counseling or psychological services beyond those offered by Clinical Services, clinician will work with the client to identify community resources to meet their needs? Examples of services beyond those offered at the center include long-term counseling requiring multiple sessions each week or long-term weekly counseling; counseling for clients with active eating disorders that require intensive medical, psychiatric, and/or nutritional services; drug and alcohol assessment and treatment; and other similarly complex services as determined by the director of Counseling Services.**

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Policy on Counseling Services during the summer

Date adopted: July 2006 Most recent revision: May 2017

- While Counseling Services is offered year-round, staff will offer clinical services to clients during Term hours are typically 8:30AM to 8:00 PM during the week with some Saturday sessions available 10:00am-2:00pm. The availability of services will vary and from week to week depending on the availability of staff to provide such services. Client's can Request /call and E- Mail the Director of Clinical Services to determine availability of services.
- Ongoing counseling services will only be provided to clients who meet all the following criteria: • clients must attend all groups, 1:1 counseling; meet with Care Coordinator for the following assistants, and the like). • Clients must have psychological concerns that can be adequately addressed within the limited framework of services available during the course of their treatment and level of care (i.e., availability of medical support via Health Services, availability of after-hours crisis coverage via Clinical Services' Referred out and or by cell phone, etc.).
- Clients remaining in the its surrounding areas of the District Of Columbia, who seek counseling services but cannot be accommodated under this policy will be referred to community SUD mental health providers better positioned to meet their counseling needs.
- In addition to the ongoing counseling services just described, the Director of Counseling Services will be available on "as needed" basis for one-time consultations for clients (e.g., a client seeking to re-enroll in services; (SEE CARE COODINATION).

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Policy on After-Hours Services

Date adopted: July 2006 Most recent revision: May 2017

- Counseling Services' emergency cell phone will be active from day-to-day new clients arrive through the last day of term. • When the cell phone isn't active, emergency counseling services can be secured by contacting counselors on (personal cell phone, beginning with the director), or by using local resources (e.g., Department of Mental Health Center Emergency Services, 202) 529-9299 Or 202) 491-

3106).1 • The cell phone will be carried by All Clinicians -on-call at all times, so that emergency services can be secured

BEYOND LIGHT, Inc

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Client/Residential Contract Agreement

Having been informed of the program, rules and policies of BEYOND LIGHT, Inc Group, I _____ agree to the following conditions of being a client and resident of the above mentioned program and residential facility.

1. To abide by the policies governing the program, realizing that non-compliance may result in dismissal from the program.
2. To cooperate with the staff while in the program.
3. To meet weekly with my counselor to evaluate treatment goals.
4. To be on time for all groups that is conducted within the facility.
5. To not use any mood altering chemicals including heroin, crack/cocaine, marijuana, prescribed medication containing narcotics, and other medications and drugs which are not specifically name herein and not approved by program policy.
6. To not involve myself romantically with any client in the BYL Program.
7. To abstain from sexual relationships with any client in them-BYL Program.
8. To commit no acts or threat of violence while in the BYL Program.
9. To abide by the “no-stealing” policy – either from any client, BYL personnel, or while outside of BYL, while I am in the program.
10. I understand that I am absolutely free to leave BYL at anytime. However, my departure will be documented and reported to the proper authority that I have not successfully completed the program.
11. I further understand that If I leave the program for any reason, I have 72 hours to come back and retrieve all personnel items. Failure to do so could result in your personal items being removed from the facility.

Client Signature

Date

Witness Signature

Date

CC; ANC BOARD; Mr. Jordon, Alexandria Cain and Stephen A

Submitted date: 7/18/2018

By: Tywania Fletcher-Langley
Executive Director and Founder