Family Youth Interventions
Transitional Living Program
Resident Handbook



Welcome to FYI/TLP!

Welcome to Family Youth Interventions Transitional Living Program (FYI/TLP)! This is a safe place for you to stay while you begin to create personal goals and determine what resources are available to help you take the first step in becoming a self-sufficient young adult. You are entering a new phase in life where you will have a chance to learn new skills and to grow.

FYI/TLP is a place where young people from different backgrounds with different beliefs and various life experiences share the same living space. It is important that you respect personal differences and provide support for one another by helping to create a positive and encouraging environment. Please respect the privacy and confidentiality of your housemates.

FYI/TLP will provide you with many forms of assistance including shelter and food. What you get out of your stay at FYI/TLP will be determined by what you put into the program and the choices you make while you are here. Think about what you can do to get the most out of the program. Approach each challenge with a **positive** attitude. Change in itself can be frightening, but many good things can result from it.

Remember that you will **always** have the ability to help yourself. Maybe today, right now, you doubt that you have any power at all, but you being here is the first step on the road of regaining power. You have taken that first step already. You can take a second step by realizing that you are a capable human being, that we see you that way, and therefore, accept that you have:

- A responsibility to your commitment to be at FYI/TLP
- A responsibility to yourself
- A responsibility to your housemates
- A responsibility to staff

Being Here is All About:

Respect, Responsibility, and Growth

The mission of FYI/TLP is to provide shelter, skills training and support services to unhoused youth ages 16 through 21 for a continuous period not to exceed 18 months and to offer services necessary to assist unhoused youth in developing both the skills and personal characteristics needed to enable them to become self-sufficient.

Welcome and good luck,

FYI/TLP Team

EQUAL HOUSING OPPORTUNITY

Meet Your Staff at FYI/TLP

FYI/TLP is staffed around the clock. To help you get oriented, here is a brief description of staff that can help you while you are here:

Program Director: Oversees the program, supervises the Program Manager and Therapist, writes grants and secures funding for the program, is on call for emergencies and provides staff support.

Program Manager: Handles finances for the program, supervises the Case Manager and TLSs at FYI/TLP, ensures that procedures and policies are administered properly and consistently, coordinates staff responsibilities, facilitates staff-resident communication, is on call for emergencies and provides staff support.

Clinical Coordinator (Therapist): Meets with residents and provides individual counseling, family counseling and facilitates group counseling. Offers a support group to the residents and is on call for clinical emergencies.

Case Manager: Meets with residents once a week to discuss progress toward goals, assists with any unmet needs in the areas of employment, education, medical and mental health; and facilitates house meetings.

Specialist (TLS): Assure safety, supervise the house, and take calls from people in the community. TLSs also assist residents with cooking, cleaning, lifeskills, study hour, job assistance, and other chores and responsibilities of maintaining the house.

Supervision Team: The team includes the Program Director, Program Manager, Clinical Coordinator, Case Manager, and TLSs. The team meets to discuss issues and/or concerns at FYI/TLP and to review cases. Residents may be asked to attend when their case is being reviewed and to help determine a course of action.

Support Services

Ansell-Casey Life Skills Assessment: Each resident completes an assessment of their knowledge and understanding of basic lifeskills at intake, midpoint of stay and discharge. Residents participate in lifeskill sessions to strengthen their skills and the assessment is also used for planning personal goals.

McKinney-Vento Liaison: Provides transportation, assistance with enrollment and other educational needs.

Follow-Up Calls: Staff contacts former residents to follow-up on their progress 30, 60, 90,180, and 365 days after discharge.

Aftercare: Aftercare is available for each resident to assist with educational, employment, medical, mental health, housing, therapy, and other needs.



FYI/TLP Phase Milestones and Guidelines

Mission

The mission of FYI/TLP is to provide shelter, lifeskill training and support services to unhoused youth ages 16 through 21 for a continuous period not to exceed 18 months and offer services necessary to assist unhoused youth in developing both the skills and personal characteristics needed to become self-sufficient.

Overview of Services

FYI/TLP operates on a phase system in which each resident begins with the same responsibilities and privileges. The phase system offers residents the opportunity to earn more freedom and have more responsibility for managing their own lives as they move from one phase to the next.

Phases Include:
- Observation
- Orientation
- Phase I
- Phase II
- Phase III
- Phase IV
- Aftercare

All Phases Offer:
- Individual Counseling
- Family Counseling
- Guided Goal Setting (Individual Service Plan)
- Case Management
- Referrals for Emergency Services (food, shelter, medical, mental health)
- Support and Encouragement
- Educational Planning
- Assistance with Employment
- Lifeskill sessions based on the Ansell Casey Assessment Domains:
    1. Daily Living Skills
    2. Housing and Community Resources
    3. Money Management
    4. Self-Care
    5. Social Development
    6. Work and Study Skills

Moving Phases

After completing each phase, residents are responsible to schedule a meeting with the Case Manager and Program Manager to discuss progress and determine if they have met the guidelines and accomplished the milestones for that phase. If the requirements have been met, the resident will graduate to the next phase.

If a resident is struggling on a phase and is unable to meet the phase requirements, then this could result in a case review with the supervision team to determine a course of action that may include a written behavior contract or being asked to leave the program.

Observation

Observation begins with a **3 day Observation period** for the resident to get acquainted with the program, staff, and housemates. During these 3 days you are not allowed to leave the TLP unless you have school, work, or are with staff. At the end of this period, the resident will be on the Orientation Phase and begin following those guidelines. This is a great time to get familiar with staff and your housemates. Ask questions! Be aware! Below is a checklist of items that need to be completed in order to move on to Orientation.

Milestones for each resident during the **Observation** period include:

1. ☐ Has completed Observation checklist including:
   - ☐ Read Handbook
   - ☐ House Rules Quiz
   - ☐ Ice breaker life skills with other residents
   - ☐ Meet your staff
   - ☐ House Tour
   - ☐ Give the tour of the house
   - ☐ Casey Life Skills Assessment
   - ☐ School Plan and Parent Portal
   - ☐ SASSI Assessment with Therapist
   - ☐ Self-Sufficiency Matrix (CM)
   - ☐ Tay-Spdat Assessment (CM)
   - ☐ Resume
   - ☐ Reference List
   - ☐ Cleanliness (House and Personal Hygiene) Lifeskill (may be completed on your first Sunday)



Orientation (Job Assistance)

Orientation lasts a **minimum** of three weeks. At the end of this period, the resident may schedule a time to meet with the Case Manager and Program Manager to review their progress and be considered for Phase I.

Milestones for each resident during the **Orientation** period include:

☐ **Completed Orientation checklist:**
- ☐ Social Security Card
- ☐ Driver's License/State ID
- ☐ Birth Certificate
- ☐ Immunization Records
- ☐ Insurance Card
- ☐ Physical Exam
- ☐ High School Diploma/GED/School transcripts
- ☐ Initial Service Plan (ISP)
- ☐ Bank Account

☐ **Completed required life skills:**
- ☐ Bus travel
- ☐ Rent & Savings orientation with Program Manager
- ☐ Money Management
- ☐ Time Management with completed weekly planner
- ☐ Voting process (for everyone) & voter registration (if over 18)
- ☐ Stress Management

☐ **Completed job readiness life skills:**
- ☐ Cover Letter
- ☐ Complete a paper and/or online application
- ☐ Mock Interview with appropriate outfit
- ☐ Mock follow up call
- ☐ Complete work permit (if needed)
- ☐ Job Security/Keeping a job
- ☐ Balancing Work/School/Home
- ☐ Workplace Conflict/Unfulfilling Jobs

☐ **Completed program requirements:**
- ☐ Education Plan
- ☐ Job Searching
- ☐ Volunteer Plan
- ☐ Completes 5 life skills per week
- ☐ Meets with Case Manager weekly
- ☐ House Meetings
- ☐ Meets with Therapist twice a week
- ☐ Group Therapy
- ☐ No major violations

(Turn over for Orientation Guidelines)

Orientation (Employed)

Orientation lasts a **minimum** of three weeks. At the end of this period, the resident may schedule a time to meet with the Case Manager and Program Manager to review their progress and be considered for Phase I.

Milestones for each resident during the **Orientation** period include:

☐ **Completed Orientation checklist:**
- ☐ Social Security Card
- ☐ Driver's License/State ID
- ☐ Birth Certificate
- ☐ Immunization Records
- ☐ Insurance Card
- ☐ Physical Exam
- ☐ High School Diploma/GED/School transcripts
- ☐ Initial Service Plan (ISP)
- ☐ Bank Account

☐ **Completed required life skills:**
- ☐ Bus travel
- ☐ Rent & Savings orientation with Program Manager
- ☐ Money Management
- ☐ Time Management with completed weekly planner
- ☐ Voting process (for everyone) & voter registration (if over 18)
- ☐ Job Security/Keeping a job
- ☐ Balancing Work/School/Home
- ☐ Workplace Conflict/Unfulfilling Jobs
- ☐ Stress Management

☐ **Completed program requirements:**
- ☐ Education Plan
- ☐ Job Searching (if needed)
- ☐ Volunteer Plan
- ☐ Completes 5 life skills per week
- ☐ Meets with Case Manager weekly
- ☐ House Meetings
- ☐ Meets with Therapist twice a week
- ☐ Group Therapy
- ☐ No major violations

(Turn over for Orientation Guidelines)

General Guidelines for Orientation

Wake Up: Daily 9:00 AM

Curfew: Daily 9:00 PM

Lights Out*: Sunday-Thursday: 10:00 PM

Friday & Saturday: 11:00 PM

High School students need to have 8 hours of sleep during school on all phases

All residents need to have 8 hours of sleep before getting cell phone

What to Expect During your Orientation Phase

Education: Residents will need to create an education plan

Employment: Residents not in school will need to complete at least 4 hours a day of job searching. If in school full-time residents will need to job search for at least 2 hours a day

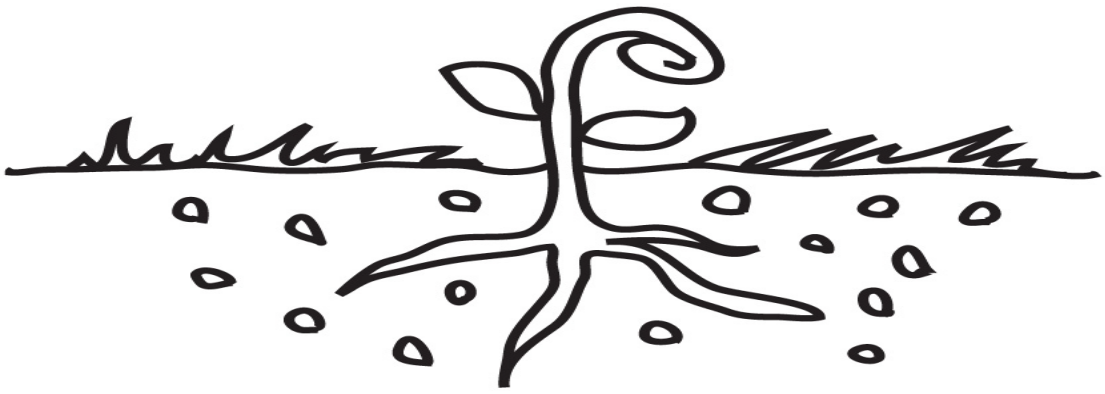
Case Management: Residents will need to meet with your Case Manager once a week

Life Skills: Residents will need to complete 5- 60 minute life skill lessons Monday-Sunday

Overnights: No overnights are given with the exception of holidays or special circumstances, one dinner pass is allowed

Therapy: Residents will need to meet with your Therapist twice a week and attend group therapy

Volunteer Hours: Residents will need to complete the volunteer plan and complete hours as assigned



Guidelines for Orientation may be subject to change

Phase I

At the end of this phase, the resident may schedule a time to meet with the Case Manager and Program Manager to review their progress in the program and personal growth to be considered for Phase II.

Milestones for Phase I include:

1. ☐ Has completed a typed one page autobiography
2. ☐ Boundaries Lifeskill
3. ☐ Substance Use Lifeskill
4. ☐ Stress Management Lifeskill
5. ☐ Attends school regularly and submits grades once a week
6. ☐ Completes daily study hour(s)
7. ☐ Has obtained and maintained employment for a minimum of 30 days
8. ☐ Submits check stubs and pays 30% Rent and 50% to Savings
9. ☐ Has obtained a bank account
10. ☐ Dental appointment
11. ☐ Completes daily/weekly house chores and cleaning (this includes keeping bedroom clean)
12. ☐ Completes laundry once a week: wash, dry, and put away
13. ☐ Maintains personal hygiene
14. ☐ Follows house rules without major violations
15. ☐ Demonstrates positive interaction and is respectful with staff and residents
16. ☐ Completes 4 life skills per week
17. ☐ Meets with Case Manager once a week and demonstrates willingness to participate in treatment and house meetings
18. ☐ Meets with Therapist once a week and demonstrates willingness to participate in treatment and attends group therapy
19. ☐ Completes weekly/monthly volunteer hours
20. ☐ Substance free



General Guidelines for Phase One

Wake Up: 9:00 AM (Monday-Friday), 10:00 AM (Saturday and Sunday)

Curfew: 10:00 PM (Sunday-Thursday), 11:00 PM (Friday and Saturday)

Lights Out*: Sunday-Thursday: 11:00 PM

Friday & Saturday: 12:00 AM

High School students need to have 8 hours of sleep during school on all phases

All residents need to have 8 hours of sleep before getting cell phone

What to Expect During Phase One

Education: Residents will need to attend school regularly and show effort

Employment: Residents will need to keep job and provide valid work schedule

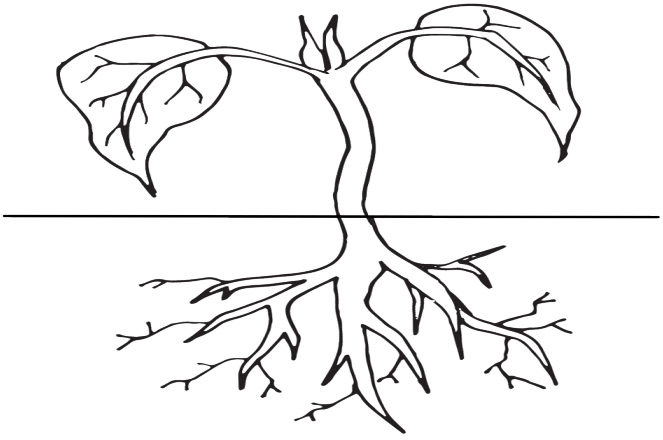
Case Management: Residents will need to meet with your Case Manager once a week

Life Skills: Residents will need to complete 4- 60 minute life skill lessons Monday-Sunday

Overnights: Two overnights are given for one month, overnights do not roll over into next month

Therapy: Residents will need to meet with your Therapist once a week and attend group therapy

Volunteer Hours: Residents will need to complete volunteer hours throughout the week/month



Guidelines for Phase One may be subject to change

Phase II

At the end of this phase, the resident may schedule a time to meet with the Case Manager and Program Manager to review their progress in the program and personal growth to be considered for Phase III.

Milestones for Phase II include:

1. ☐ Maintains previous requirements from all previous Phases
2. ☐ Continues with plan for education and/or vocational training beyond a diploma or GED
3. ☐ Has maintained employment for a minimum of 60 days
4. ☐ Manages schedule using planner, phone app, or calendar
5. ☐ Has completed budgeting series
6. ☐ Continues to pay rent and grow savings
7. ☐ Has completed nutrition life skills and can prepare a balanced meal
8. ☐ Understands and uses positive stress management techniques (discuss/demo 3 ways)
9. ☐ Understands and uses appropriate conflict resolution skills (discuss/demo 3 ways)
10. ☐ Has researched appropriate community resources (can list places/numbers)
11. ☐ Tour of Family Resource Center
12. ☐ Completes 3 life skills per week
13. ☐ Can discuss/demo 3 ways to show your personal growth
14. ☐ Meets with Case Manager once a week and demonstrates willingness to participate in treatment and house meetings
15. ☐ Meets with Therapist once a week and demonstrates willingness to participate in treatment and attends group therapy
16. ☐ Completes weekly/monthly volunteer hours
17. ☐ No major violations
18. ☐ Substance free



General Guidelines for Phase Two

Wake Up: 10:00 AM (Monday-Friday), 11:00 AM (Saturday and Sunday)

Curfew: 11:00 PM (Sunday-Thursday), 12:00 AM (Friday and Saturday)

Lights Out*: Sunday-Thursday: 12:00 AM

Friday & Saturday: 1:00 AM

High School students need to have 8 hours of sleep during school on all phases

All residents need to have 8 hours of sleep before getting cell phone

What to Expect During Phase Two

Education: Residents will need to attend school regularly and plan for higher education or trade

Employment: Residents will need to keep job, provide valid work schedule, and increase hours

Case Management: Residents will need to meet with your Case Manager once a week

Life Skills: Residents will need to complete 3- 60 minute life skill lessons from Monday-Sunday

Overnights: Three overnights are given for one month, overnights do not roll over into next month

Therapy: Residents will need to meet with your Therapist once a week and attend group therapy

Volunteer Hours: Residents will need to complete volunteer hours throughout the week/month



Guidelines for Phase Two may be subject to change

Phase III

At the end of this phase, the resident may schedule a time to meet with the Case Manager and Program Manager to review their progress in the program and personal growth to be considered for Phase IV.

Milestones for Phase III include:

1. ☐ Maintains previous requirements from all previous Phases
2. ☐ Present your case to our monthly staff meeting
3. ☐ Continues with plan for education and/or vocational training beyond a diploma or GED
4. ☐ Has maintained employment for a minimum of 90 days and is developing good work skills
5. ☐ Maintains paying rent, contributing to savings, and tracks expenses
6. ☐ Demonstrates comparative shopping skills
7. ☐ Understands landlord/tenant rights
8. ☐ Has prepared questions for landlords and a checklist of what to look for in an apartment
9. ☐ Has created a future plan for housing
10. ☐ Maintains weekly schedule and structures leisure time appropriately
11. ☐ Demonstrates positive leadership skills
12. ☐ Knows how to set short and long-term goals
13. ☐ Has developed a personal mission statement (must be typed)
14. ☐ Has completed volunteer hours
15. ☐ Completes 2 life skills per week
16. ☐ Meets with Case Manager once a week and demonstrates willingness to participate in treatment and house meetings
17. ☐ Meets with Therapist once a week and demonstrates willingness to participate in treatment and attends group therapy
18. ☐ Show three ways that you have personal growth
19. ☐ Substance free



General Guidelines for Phase Three

Wake Up: 11:00 AM (Monday-Friday), 12:00 PM (Saturday and Sunday)

Curfew: 12:00 AM (Sunday-Thursday), 1:00 AM (Friday and Saturday)

Lights Out*: Sunday-Thursday: 1:00 AM

Friday & Saturday: 2:00 AM

High School students need to have 8 hours of sleep during school on all phases

*All residents need to have 8 hours of sleep before getting cell phone, cell phone can be kept on Friday and Saturday nights

What to Expect During Phase Three

Education: Residents will need to attend school regularly and plan for higher education or trade

Employment: Residents will need to keep job, provide valid work schedule, and show growth

Case Management: Residents will need to meet with your Case Manager once a week

Life Skills: Residents will need to complete 2- 60 minute life skill lessons from Monday-Sunday

Overnights: Four overnights are given for one month, overnights do not roll over into next month

Therapy: Residents will need to meet with your Therapist once a week and attend group therapy

Volunteer Hours: Residents will need to complete volunteer hours throughout the week/month



Guidelines for Phase Three may be subject to change

Phase IV

Phase IV is the last phase before completing the program. For a resident to remain on Phase IV, the resident must continue to show progress on the milestones and follow the Phase IV Guidelines. Within the first 3 months of being on Phase IV, there will be a check-in meeting to determine if a resident is able to maintain the requirements of this final phrase. If a resident is unable to maintain progress on Phase IV a meeting will be scheduled with the Case Manager and the Program Manager to determine a course of action.

Milestones for Phase IV include:

1. ☐ Maintains previous requirements from all previous Phases
2. ☐ Present your case to our monthly staff meeting
3. ☐ Plan for future education beyond diploma or GED
4. ☐ Maintains a full-time work schedule and has learned to have a work ethic
5. ☐ Maintains paying rent, contributing to savings, and tracks expenses
6. ☐ Works on a personal budget
7. ☐ Continues to understand landlord/tenant rights and can demonstrate
8. ☐ Has or is working towards housing after the program
9. ☐ Maintains weekly schedule and structures leisure time appropriately
10. ☐ Demonstrates positive leadership skills (lead menu planning and a house meeting)
11. ☐ Has completed volunteer hours
12. ☐ Completes 1 life skill per week
13. ☐ Meets with Case Manager once a week and demonstrates willingness to participate in treatment and house meetings
14. ☐ Meets with Therapist once a week and demonstrates willingness to participate in treatment and attends group therapy
15. ☐ Continue to have personal growth for self-sufficiency
16. ☐ Be a positive role model
17. ☐ Substance free



General Guidelines for Phase Four

Wake Up: Resident Responsibility

Curfew: 2:30 AM (Everyday)

Lights Out*: 3:00 AM (Everyday)

High School students need to have 8 hours of sleep during school on all phases

All residents on Phase four can keep their cell phone overnight

What to Expect During Phase Four

Education: Residents will need to plan for higher education or trade

Employment: Residents will need to keep full-time job and show growth

Case Management: Residents will need to meet with your Case Manager once a week

Life Skills: Residents will need to complete 1- 60 minute life skill lesson from Monday-Sunday

Overnights: Five overnights are given for one month, overnights do not roll over into next month

Therapy: Residents will need to meet with your Therapist once a week and attend group therapy

Volunteer Hours: Residents will need to complete volunteer hours throughout the week/month



Guidelines for Phase Four may be subject to change

Aftercare

When a resident graduates from FYI/TLP and prepares to move into their own independent living situation, Aftercare services are offered to help that resident transition into the next stage of life. Aftercare may be a written formal plan between the resident, Case Manager, and Therapist or may include informal services offered through the program. Aftercare may include but is not limited to:

- Continued support and encouragement from staff
- Individual counseling and case management
- Follow-up calls 30, 60, 90,180,and 365 days after discharge
- Option to continue participating in Life Skill sessions
- Assistance with locating housing
- Assistance with educational plans
- Assistance with employment related needs
- Referrals for emergency food, shelter, clothing, medical and mental health care.

Each Aftercare Plan is tailored to the individual resident's needs. All residents are eligible for Aftercare services; regardless of status at the time of discharge from the program.



House Rules

There are many young people who seek housing at FYI/TLP. To assist these young adults to live together, there are **House Rules** that we ask each person to agree to and follow while here. These rules exist to protect you and your housemates. Please read them carefully and ask staff if you have any questions.

Access of Funds
A resident may request access to their savings by typing a formal request of why money is needed. The Program Manager will review the request and come to a decision about the approval of a withdrawal from savings. The resident should have ideally $3000.00 in their savings account at the time of discharge (based on staying the full time).

Automobiles
Residents may possess a car while residing at FYI/TLP provided they strictly adhere to the following guidelines. This is to ensure the safety of all other residents, staff and the public.

- Residents must retain a valid driver's license, registration, and proof of insurance at all times.
- Residents may not loan their vehicle to other residents under any circumstances
- There is to be no visiting in the vehicles while on FYI/TLP property.
- Residents are responsible for all vehicle repairs, fuel, and maintenance.
- Due to limited parking, vehicles which become inoperable must be removed.
- Residents assume risk for damage and theft.
- Residents are discouraged from using their vehicles for "joyriding", as costs for going to and from work must be budgeted from their weekly income.
- Residents are to be courteous in FYI/TLP parking area. Parking is limited so be mindful of using space as appropriately as possible. Those being careless will be asked to park their vehicles elsewhere.

Bathroom
You will be assigned one bathroom to use. Only one resident is permitted to use the bathroom at a time. In consideration of the other residents, please limit the time spent in the bathroom. All personal clothing and towels are to be removed from the bathroom after each use. The residents will clean the bathrooms each week.

Bedrooms
- Residents must sleep in their own beds in **appropriate sleeping attire**. Bed checks are made each night.
- Room changes are allowed when deemed necessary by staff.
- Residents are expected to present a clean room daily. If resident is at school or work, the room needs to be cleaned before leaving.
- Residents **may only go** in the bedroom assigned to them.
- There is to be no socializing in the upstairs hallway
- Food and beverages are not to be taken into the bedrooms. Water is allowed in bedrooms.
- Wash sheets once per week, put back on bed and they must remain on bed. Comforter and blankets must be washed once a month.
- $50.00 security deposit will be held from 1st paycheck to cover any damages that may occur

Belongings
We are not responsible for loss or damage to any personal belongings. Personal belongings such as shoes, coats, book bags, etc. should not be left in common areas; they should be taken to your room. Staff strongly encourages residents not to lend any personal belongings to other residents. Staff also has the right to confiscate any personal items if the resident is using it inappropriately. Items will be returned when staff deems it appropriate and/or the resident leaves FYI/TLP. Belongings will be inventoried at move in and may be subject to random searches throughout stay. Space is limit, so you need to limit the items you bring into the TLP, we reserve the right to refuse the item. Personal TVs are not allowed. ***You are responsible for your personal belongings. Valuables may be placed in the lockers.***

Body Piercings/Tattoos
Body piercing, tattooing are allowed after admission to program. Residents need to communicate to staff about intentions and be aware of risks. **IF** under 18, parent permission is needed. No piercing or tattooing is to be done at the TLP.

Case Management
Residents will meet with their Case Manager at least once a week to work on accomplishing goals.

Chores
Each resident is expected to complete daily and weekly chores. Staff will check completion of chores. Residents are responsible for cleaning their bedrooms, picking up after themselves and doing their laundry including their bedding. Residents are responsible for following the chore responsibility sheet.

Clothing
There should be no drug-related and/or offensive words on clothing. No excessive exposure of skin. Staff on duty has the final decision as to what is deemed acceptable or not. Shoes or slippers must be worn at all times outside of the bedroom/bathroom.

Consequences
Consequences may include reminders, extra chores, house restrictions or loss of privileges. Staff has the final authority over the shift and residents must abide by the staff's decision. If anyone has a grievance, the Program Manager should be notified in writing. Cell phones must be turned in to staff during House Restriction. House Restriction is when you are restricted to the house and the house only.

Curfew
The time of curfew depends on what phase you're on. However, according to the city of Mt. Clemens, **residents who are 16 years old have a curfew of 10:00 PM on weekdays and 10:30 PM on weekends**. Residents in high school must allow for 8 hours of sleep during school year.

Delivery Policy

- **Package Inspection**: All packages delivered to the TLP staff must be opened in front of staff members for verification.
- **Delivery Cutoff Time**: No deliveries will be accepted after 9:00 PM.
- **Late Orders**: If you place an order and it will not arrive before 9:00 PM, you will not be able to receive your order. Please plan accordingly.

Discharge
Illegal activity or a serious breach of contract can result in immediate discharge. A resident will need to vacate the premises within the hour; the resident will be given referrals and offered aftercare. The resident will have 30 days to pick up their belongings and, **if not picked up in 30 days, all belongings will be donated**. If needed, parents and other proper authorities will be notified.

Drugs/Drug Paraphernalia
Confiscated drugs/drug paraphernalia will be destroyed. Any tobacco products are not allowed. FYI/TLP ENFORCES A **ZERO TOLERANCE POLICY**. Any resident caught bringing drugs into or having drugs in the house will be discharged immediately.

Drug / Alcohol Screening
FYI/TLP prohibits any alcohol, tobacco, or drug use. In order to ensure that residents remain substance free, drug screens and breathalyzer will be conducted at staff discretion. You will not be notified of the drug screen/breathalyzer prior to administration. A positive test result will result in the following:

- 1st offense: a referral to an inpatient or outpatient drug rehabilitation program.
- 2nd offense: may result in discharge from program.

A resident's refusal to take the drug screen is grounds for discharge. Residents are required to pay for any drug screening that occurs outside of TLP.

Education
Residents who have not completed a high school diploma or GED are required to enroll in an educational program. We may provide educational assistance, GED preparation, homework help, and referrals. Residents who have completed their high school diploma or GED are encouraged to further their education through college, trade school, or military.

Employment
Residents are expected to search for employment and obtain a job within 30 days. If the resident loses or quits a job, that resident must begin a new search for employment immediately and secure another job within 30 days.

- Employed residents must provide a copy of work schedule every week.
- Residents attending school full time must work 12-20 hours per week.
- If not attending school full time, full time work hours are expected, however a minimum of 25-32 hours per week is required.
- 30% of all income will be taken for rent and utilities.
- 50% of all income will be held in the FYI/TLP bank account and will be returned to resident when rent is paid up to date and at discharge.
- Copies of pay stubs and account statements are required to be kept in each resident's file. Please save all receipts and copies for your records.

Family Involvement
If the resident is over 18, they may decide what level of involvement to have with their family. For residents under 18, parental involvement may be required for signing appropriate paperwork, coordination of medical, educational, employment, and family counseling services or for other purposes as determined by the Therapist.

Food and Kitchen Responsibilities
All residents are required to wash their hands before preparing food and wear food safe gloves. Residents are responsible for cleaning up after themselves before leaving the kitchen. Residents assigned kitchen duties are responsible for cleaning the kitchen thoroughly and taking out the garbage. If a resident will not be home due to work or school, upon return the resident can eat leftovers. Dinner preparation, eating, and clean-up is to be completed by 7:00 p.m. daily and residents are expected to return for dinner daily at 5:00 pm or 6:00 pm on designated leftover nights.

- Menu planning will be done weekly by residents.
- Residents need to try and eat a complete nutrition plan (i.e.: breakfast, lunch, and dinner)
- At no time should there be dirty dishes in the sink. Pots and pans cannot go in the dishwasher

Grievance
If the resident or the family of the resident has a concern or complaint about the resident's admission, treatment, or discharge from FYI/TLP, it may be addressed with the Program Manager. If the resident is unsatisfied with the outcome, the Program Director may be contacted to appeal.

Harassment
Harassment can take many forms, including behavior which is not welcome and/or which is personally offensive. It is the policy of FYI/TLP that harassment of any kind is specifically forbidden. Harassment includes unsolicited remarks, gestures, or physical contact, or the display or circulation of written, pictorial or verbal material that is derogatory to gender, racial, ethnic, religious groups, etc. The relationships between residents must be based on mutual respect.

Health/Medical/Medications
Residents are required to have a physical examination within 30 days of program entry. Dental exams will be scheduled within the first three months. Residents that have prescribed medicine will need to be med

compliant. You will also be required to attend all med reviews and appointments for your mental health care. All medicines (prescription and over the counter) must be given to staff to dispense. It is the resident's responsibility to ask for medication when needed, but staff will remind the resident as necessary. Physician's recommendations **must** be followed. If a resident misses school/work for three consecutive days due to illness, a doctor's appointment shall be made.

Holidays/Birthdays
Extra overnights will be permitted for the following holidays (Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Halloween, Thanksgiving, December holidays, and New Year's Eve and Day). **You must use your free holiday overnight on the actual holiday, one day prior to the holiday, or one day after the holiday.** Staff may also extend bedtime/wake-up times at staff's discretion for holidays. You are also excused from dinner on these nights. An extra overnight is given during the resident's birth month, to be used at any time in that month. If under 18, parental consent is required for any overnight.

House Cleaning
House cleaning takes place Sunday mornings. If a resident is working or attending religious services during that time, they may complete their chores before or after or on Saturday. Chores will be supervised and checked by staff.

Residents are responsible (with staff supervision) for the following:

- Menu planning and grocery list, cooking, dinner clean-up.
- Cleaning bedrooms and picking up after themselves.
- Putting dishes in dishwasher.
- Cleaning the common areas, kitchen, and bathrooms.
- Trash removal.

Hygiene
Residents must shower at least once daily using soap, shampoo and other hygiene products. Residents are not allowed to dye their hair in the house.

Laundry
Residents are responsible for their personal laundry including their bedding and towels. Each resident is assigned a specific laundry day and must get permission to do laundry if it is on someone else's assigned day. Sheets are washed every Sunday or on your laundry day and comforter and blankets are washed once a month.

Life Skills
A life skill (or group life skill) will be held daily for 1 hour (usually after dinner and clean-up). However, you can ask staff at any time to complete a life skill. It is your responsibility to cover your life skill requirements.

Loans
Items loaned to others will be at your own risk. The FYI/TLP program will not be responsible to replace your lost, stolen or borrowed items.

NA/AA Meetings: Narcotics Anonymous (NA) and Alcoholics Anonymous (AA) meetings are available city-wide. See staff for assistance.

Offices
Due to confidentiality, residents must knock and wait for permission to enter the staff office and are not allowed in the office if there is no staff present.

Overnights
Residents can earn overnights depending on what phase they are on. Please see the "Phase Guidelines" sheet. Overnights need to be approved by Program Manager, and if under 18 legal guardian, 24 hours in

advance. Residents cannot be behind on requirements. For overnights, residents can leave any time, but if a resident leaves before scheduled dinner time, that resident must return the following day by 5:00 PM.

Pets
No pets of any kind are allowed.

Pornography
Pornography is prohibited while at FYI/TLP; including "adult" internet sites.

Property Damage
Any damage to FYI/TLP property will be assessed and charged to the resident as deemed appropriate by staff based on cost of materials and repairs.

Relationships
Dating relationships between residents are prohibited. There is to be no physical contact between residents.

Religious Preference
Residents are encouraged to continue participating in the religious service of their choice.

School Attendance Policy
Residents are required to attend school. If a resident misses a school day there will be no free time in common areas or leaving the house. FYI/TLP will follow the attendance policies set forth by the school being attended.

Searches
In order to provide a safe environment for all residents, staff reserves the right to conduct room, vehicle, and person searches at staff discretion. Person searches are conducted regularly upon entry to the TLP and include a metal detector scan and a bag search, if applicable. Room and vehicle searches will only be conducted for reasonable cause and while residents are present. Residents will not be notified of the search until immediately before it begins.

Signing In and Out
Residents must sign in and out when leaving and arriving back to the TLP. Staff must know where residents are for safety. Police reports / missing person's reports may be filed if staff are unaware of a resident's whereabouts and the resident is not responding to staff's attempts to contact them.

Smoking
Due to Michigan's state law that prohibits anyone under the age of 21 to purchase any tobacco, THC (marijuana), or vape products, these products are not allowed. FYI/TLP ENFORCES A **ZERO TOLERANCE POLICY regardless of age.**

Phone and Cell Phone
Residents may use the house phone during free time for all calls. Use of the office phone is only allowed with staff permission. All "1-800" numbers are strictly prohibited. Phone use is at staff discretion. Cell phones are allowed, but are to be turned in to the office at lights out and will be given back at wake-up time. Cell phones may be charged while they are in the office overnight. Residents are not allowed to use cell phones during dinner, house meeting, life skills, therapy, group, and any other house activities *(at staff discretion)*.

Television/DVD/Game Systems/Audio Equipment/Computer Usage
Headphones must be used when listening to music, watching YouTube videos, etc. (unless all residents are interested in listening to the audio). Radios are allowed at staff discretion. Computer and video game time is limit based on your requirements.

TLP Vehicle
Is used for appointments, emergencies, and group outings. Seat belts must be worn at all times.

Therapy
Residents are required to meet with your Therapist (see your therapy requirements for your phase).

Waking Up
Residents are responsible to use the provided alarm clock to wake up for school, work, appointments, and meetings. Staff will provide you with the alarm clock and instruction on how to use it.

Weapons
No weapons of any kind are allowed on the premises. Possession of a weapon may result in discharge from the program. This includes things like pocket knives.

Other Safety Policies and Procedures:

Fire Procedures
Upon your arrival, familiarize yourself with all possible exits (see diagrams posted around house) and fire extinguishers.

In the event of a fire, residents are to move quickly and quietly out of the building as staff directs or as described in the fire evacuation plan. Proceed to the west side of the house in Jim's Catering Parking Lot. **DO NOT RETURN TO THE BUILDING IN THE EVENT OF A FIRE.** In the unlikely case that you should find that you cannot safely evacuate by one of the marked routes, go to the nearest room with a window and close the door. Block the door with materials to prevent smoke from creeping in. Stay close to the floor and near the window to listen for help. Do not jump! The fire department is minutes away and can arrange for your safe evacuation. Fire drills are conducted by staff every other month on all three shifts.

The best way to fire safety is prevention. To comply with fire safety codes, no cigarette smoking is permitted, and care should be used when cooking or using small appliances. **Incense or candles are not permitted in the house.** Please be mindful of fire hazards and avoid causing a fire.

Tornado and Severe Weather Policies and Procedures

- **TORNADO WATCH**: A tornado watch means there is the possibility of a tornado. Residents and staff are advised to be ready to evacuate to safety.
- **TORNADO WARNING**: A tornado warning means that a tornado has been sighted in the area and that all persons must evacuate to the nearest shelter. Tornado shelter is in the interior hallway by the Youth Advocate office. There are flashlights and first aid supplies solely for this purpose.

Before evacuating, all appliances should be turned off. **All persons will remain in the tornado shelter until the weather service has determined that there is no longer a threat of a tornado**. Often, such evacuations seem inconvenient, especially at night, but tornadoes can strike suddenly and this procedure is for your safety.

For your protection:

- If you know of a situation which endangers the house, or its residents, you are responsible to let staff know immediately.
- If you see someone unfamiliar on the grounds or in the house, tell a staff member immediately.
- For safety reasons, only staff members are permitted to open doors when someone is outside the door; even if you recognize the person.

Standard Consequences for Choosing not to Follow House Rules

These are some examples of basic consequences; staff reserves the right to modify consequences. Most of these you will receive a caution first.

1. Getting up late
   Will need to get up 1 hour early OR go to bed 1 hour early pending your schedule
   - 1st offense life skill to go over importance of sleep and adjustment to program/work
   - 2nd offense for 2 days
   - 3rd offense for 4 days

2. Coming home late
   The amount of time you were past curfew early (1 hour late, 1 hour early the next night)
   - 1st offense life skill on time management/safety concerns
   - 2nd offense for 2 days
   - 3rd offense for 4 days

3. Not finishing daily/weekly cleaning tasks on time
   Will receive extra tasks and will not have free time until the tasks are finished
   - 1st offense – life skill on time management (create schedule)
   - 2nd offense – 1 extra tasks and loss of fee time (including cell phone)
   - 3rd offense – 2 extra tasks, deep cleaning chore, and loss of free time (including cell phone)

4. Not keeping room cleaned daily (including laundry)
   Will receive extra tasks and will not have free time until bedroom is clean
   - 1st offense – Life skill on cleaning room/laundry, create systems with staff to keep room clean
   - 2nd offense – 1 extra cleaning task and loss of fee time (including cell phone)
   - 3rd offense – 2 extra cleaning tasks, deep cleaning, and loss of free time (including cell phone)

5. Leaving dishes in sink
   - 1st offense – will clean dishes immediately and complete dinner dishes for everyone
   - 2nd offense – will clean dishes, dinner dishes, and receive an extra task
   - 3rd offense – will deep clean all of kitchen on both leftover nights

6. Leaving air conditioning unit, fan, lights, tv, games, etc. on when not in use
   - 1st offense – complete a life skill on energy costs
   - 2nd offense - loss of privilege for the item left on for rest of day and next day
   - 3rd offense – loss of privilege for the next 3 days

7. Late for school
   Will be required to wake up on time on own and still get to school
   - 1st offense – go to bed 1 hour early for 1 day
   - 2nd offense – go to bed 1 hour early for 3 days
   - 3rd offense – will need to wake up for school time on one full weekend

****Transportation might be in jeopardy and you will have to walk or take city bus**

8. Use of offensive language
   - 1st offense – will need to complete a life skill on communication
   - 2nd offense - will need to look up 5 alternative words in the dictionary and define them
   - 3rd offense – will need to create something beautiful

9. Violation of other residents' personal space or property
   - 1st offense – complete a life skill on boundaries
   - 2nd offense – write a paper on boundaries/apology letter
   - 3rd offense - a mediation with staff and other person

10. Not signing in/out: Safety concern-need to know who is out and where
    Resident will need to account for the time they were gone

    - 1st offense - show staff the sign out sheet when signed in/out
    - 2nd offense – write a paper on the importance of signing in and out
    - 3rd offense – will not be able to leave TLP (except school/work) for 5 days

11. Inappropriate use of staff phone or cell phone: offensive language, video chats in common areas, etc.
    - 1st offense – will be asked to end the phone call and complete life skill on communicating affectively or breaching confidentiality.
    - 2nd offense – end the phone call and lose phone privileges for the day
    - 3rd offense – end the phone call, lose phone privileges determined by staff

12. Inappropriate physical contact: (some examples are hugs, tickling, sitting on someone)**
    - 1st offense – residents will be asked to be separated for the remainder of the day
    - 2nd offense – mediation with staff and residents
    - 3rd offense – may be asked to leave program

    ****Fighting and sexual contact will lead to immediate discharge from program**

13. Positive drug/breathalyzer test
    Random drug/breathalyzer tests can occur throughout stay or when suspected of use

    - 1st offense – a referral to drug counseling or rehabilitation program
    - 2nd- offense – can lead to discharge from program

14. Leaving your belongings out in common areas or offices
    Staff will collect any items that are left out in the commons areas

    - 1st offense – complete 1 chore chosen by staff to get item back
    - 2nd offense – complete 2 chores chosen by staff and wait 24 hours from when you discovered item was confiscated to get item back
    - 3rd offense – complete 3 chores chosen by staff and wait 48 hours from when you discovered item was confiscated

15. Lying to staff
    - 1st offense – loss of privilege resident lied about
    - 2nd offense – complete a life skill on communication skills/trust
    - 3rd offense – discuss the reason for lying and possible effects with staff/Therapist

16. Listening to music with inappropriate lyrics
    Residents are encouraged to use headphones

    - 1st offense – use headphones only
    - 2nd offense – no music in common areas
    - 3rd offense – choose five songs and research the lyrics

17. Leaving the property without informing staff
    Residents must inform staff that they are leaving the house

    - 1st offense - discuss the importance of leaving without staff notification
    - 2nd offense – loss of an overnight for the month
    - 3rd offense – house restriction for 3 days

18. Talking about staff or other clients in a disrespectful way
    TLP is a safe and welcoming environment

    - 1st offense – conversation with staff on safety and healthy environment at the TLP
    - 2nd offense - write what they were upset about and list more appropriate ways to handle the situation
    - 3rd offense - write an apology to the staff or other client or mediation with staff or other client

19. Treating staff, other clients, or guests in a disrespectful way
    - 1st offense - a mediated session with people effected (if appropriate) discussing appropriate and inappropriate behaviors
    - 2nd offense-move to a lower phase

20. Not turning in cell phone at lights out
    - 1st offense – turn in cell phone early the next night
    - 2nd offense – cannot get cell phone until an hour after check-in

21. Weekly requirements not met (life skills, volunteer, meetings)**will carry over into the next week
    - 1st offense-time management life skill (create a schedule)
    - 2nd offense-loss of free time until requirements are met
    - 3rd offense-meeting with staff to discuss program commitments



FYI/TLP Resident Contract

Each resident receiving residential services from FYI/TLP will sign a mutually agreed upon contract which specifies the responsibilities of the agency and the resident.

I will be responsible for and agree to:

1. Remain free of drugs and alcohol while in the FYI/TLP program and not possess any drug(s), drug paraphernalia, alcohol, or tobacco products:
   - Agree to take a Breathalyzer or drug test as requested by Staff.
2. Respect others' personal space by avoiding sexual and/or physical contact with anyone on the premises.
3. Help create a safe environment by not using or possessing any weapons or items that may be viewed as a weapon.
4. Follow clothing guidelines by not wearing anything revealing including halter tops, belly shirts, visible underwear, short shorts or skirts, clothing with obscene, gang, or drug related content, and agree to keep shoes or slippers on my feet at all times outside of my bedroom and bathroom.
5. Use language that is free of profanity, racial slurs, or derogatory remarks, including offensive language or gestures.
6. Be free of possession of pornographic materials and not visit "Adult" websites.
7. Follow program guidelines including Policies and Procedures, Phase Guidelines and any additional requirements for the program.
8. Participate in house meetings, life skills, therapy and meet with my youth advocate on a weekly basis to work toward my progress in the six Ansell-Casey Life Skills Domains (*Daily Living Skills, Housing, Transportation, and Community Resources, Money Management, Self-Care, Social Development, Work and Study Skills*)
9. Agree to pay rent and savings from income earned while in program.

FYI/TLP agrees to provide:

1. Supportive Services
2. Responsible Adult Supervision
3. Individual and Family Counseling
4. Life Skill Groups to assist with Self-Sufficiency
5. Case management to help with educational, employment, mental health, medical or other needs.
6. Referrals to community agencies for services not offered at FYI/TLP.

Resident Acknowledgement:

I, _____, have read and agree to the above requirements and understand that if I choose not to comply with those requirements, I may move back one or more Phases, be placed on house restriction, or be asked to leave the program. I understand that if I do not demonstrate progress in the program, it may result in a Case Review with the Supervision Team to determine a course of action that may include a written behavior contract or being asked to leave the program.

By my signature, I acknowledge the following:

1. I have been informed of the program structure, goals and objectives, hours of operation and fees charged, if any, for FYI/TLP.
2. I have been made aware of *Your Rights When Receiving Mental Health Services in Michigan* and understand that I may file a Recipient Rights Complaint if I believe that any of my rights have been violated.
3. I agree to the terms as stated above in the Resident Contract and have had the opportunity to ask questions regarding the contract, program requirements, Phase Guidelines and services and referrals available to me.

_____

Resident Signature Date

_____

Staff Signature & Credentials Date