



Development Review Committee

1020 East Pioneer Road
Draper, Utah 84020

STAFF REPORT

January 16, 2025

To: Jennifer Jastremsky, Zoning Administrator

Approved _____ Date _____

From: Maryann Pickering, AICP, Planner III
(801) 576-6391 or maryann.pickering@draperutah.gov

Re: **Awakening Behavioral Health – Permitted Use Permit Request**

Application No.: 2024-0325-USE
Applicant: Creighton Park of Awakening Behavioral Health
Project Location: 12363 S. 800 East
Current Zoning: TC (Town Center) Zone
Acreage: Approximately 0.26 acres (approximately 11,325 square feet)
Request: Request for approval of a Permitted Use for Residential Facility for Persons with a Disability and a Request for Reasonable Accommodation in the TC zone.

SUMMARY AND BACKGROUND

The subject application requests approval of a Residential Facility for Persons with a Disability (Residential Facility) pursuant to Draper City Municipal Code (DCMC) Section 9-38-040 as well as a Reasonable Accommodation (Accommodation) pursuant to DCMC Section 9-38-050 for use of a property approximately 0.26 acres in size located on the east side of 800 East at approximately 12363 S. 800 East (Exhibits B and C). The property is currently zoned TC. The applicant is requesting that a Residential Facility and an Accommodation be approved to allow for an 11 resident group home.

The property contains one large single-family home built in approximately 1956. The property is located within the boundaries of the 1873 Draperville Plat.



ANALYSIS

General Plan and Zoning.

Table 1	General Plan and Zoning Designations	Exhibit
Existing Land Use	Town Center	Exhibit D
Current Zoning	TC	Exhibit E
Proposed Use	Residential Facility for Persons with a Disability	
Adjacent Zoning		
East	TC	
West	RM1 (Multiple Family Residential)	
North	TC	
South	TC	

The Town Center land use designation is characterized as follows:

Town Center

LAND USE DESCRIPTION	
CHARACTERISTICS	<ul style="list-style-type: none"> • Requires a commitment to exceptional levels of quality and a specific plan of development that meets the City’s approval • Advance the traditional town center character by supporting the preservation and adaptive re-use of existing structures, the preservation of existing natural features, new development that blends in with existing conditions, architectural standards befitting a town center destination, and site design standards that promote walkability and human scale • Reasonable scale, to encourage secondary forms of circulation • Not bisected by arterial streets • A well-conceived site, with access to and integration with mass transit facilities • Buildings designed per the standards of the City’s design guidelines and Town Center ordinance • Amenities provided as per the quality design standards • Allowance of buildings with a maximum height of three (3) stories
LAND USE MIX	<ul style="list-style-type: none"> • Multifamily Residential • Office • Commercial • Institutional
DENSITY	<ul style="list-style-type: none"> • Density range: 6-25 units per acre
COMPATIBLE ZONING	<ul style="list-style-type: none"> • Town Center (TC)
LOCATION	<ul style="list-style-type: none"> • Adjacent to and near Draper Town Center light rail station, Draper City Hall, Draper City Park and Draper Historical Park



According to Draper City Municipal Code (DCMC) Section 9-8-020 the purpose of the TC zone is to *"provide a method for implementing special provisions found within the general plan and the Draper City conservation area master plan regarding the establishment and promotion of a historic core area of the community characterized by stringent design standards for buildings, public spaces, site design and landscaping with a harmonious mix of commercial uses, limited high density residential uses and civic areas."*

Site Plan Layout. The property's layout will not be affected by the requested use (Exhibit F). There is an existing single home on the property. While there is no garage, there is a driveway sufficient to accommodate up to four vehicles (parked in tandem). Parking in the driveway will be available to staff. According to the information provided by the applicant, residents of the facility will need to arrange their own transportation when needed, but residents are allowed to have vehicles if they can legally drive. The applicant also operates an intensive outpatient care facility directly to the east of this property and residents will be able to walk to the outpatient treatment. Because patients have all their needs met within a close proximity, car usage is expected to be minimal.

All of the residents will be monitored by staff 24 hours a day. The applicant has requested that up to eleven residents are allowed on the property at any time and has submitted a request for reasonable accommodation. The Zoning Ordinance allows up to eight residents. Any more than eight require approval of a reasonable accommodation request.

The applicant initially requested Reasonable Accommodation to allow up to 16 residents as part of the facility. However, the applicant has reduced that number to 11 based on further investigation of the property. The detached accessory structure is not allowed to have any residents live in the structure. If the applicant obtains approval for residents to live in that structure in the future, they will need to submit an additional request to Draper City.

Residential Facilities for the Disabled. Section 9-38-040 of the Draper City Municipal Code (DCMC) outlines the standards for residential facilities for persons with a disability, as follows:

- B. Residential facilities for persons with a disability.*
- 1. The facility shall comply with all building, safety and health regulations applicable to similar structures.*
 - 2. The facility must be able to be used as a residential facility for persons with a disability without fundamental alterations that would change the structure's residential character or negatively impact the character of the immediate neighborhood.*
 - 3. The facility shall be limited to eight occupants, exclusive of staff.*
 - 4. If the facility is housing persons whose disability is substance abuse related and is located within 500 feet of a school, a security plan satisfactory to local*

law enforcement officials must be submitted and include 24 hour supervision of residents and other 24 hour security measures.

- C. *No Dangerous Persons Permitted: No residential facility shall be made available to an individual whose tenancy would:*
 - 1. *Constitute a direct threat to the health or safety of other individuals, or*
 - 2. *Result in substantial physical damage to the property of others.*

- D. *License And Certification: Prior to occupancy of any residential facility, the person or entity operating the facility shall:*
 - 1. *Provide to the city a copy of any license or certification required by the Utah state department of health or the Utah state department of human services, and*
 - 2. *Certify in a sworn statement that no person will reside or remain in the facility whose tenancy would:*
 - a. *Constitute a direct threat to the health or safety of other individuals, or*
 - b. *Result in substantial physical damage to the property of others.*

There is a small school located within 500 feet of the property. Per DCMC Subsection 9-34-070(B)(4), the applicant is required to have staff and monitoring on site at all times. A security plan (Exhibit G) outlining the security measures of the facility has been reviewed and accepted by the Draper City Police Department. All of the residents will be monitored by staff 24 hours a day.

Reasonable Accommodation. Section 9-38-050 of the DCMC allows for Draper City to consider a reasonable accommodation request to increase the number of residents at the facility. The applicant for this application has made a request to have up to 11 residents at the facility for treatment. The standards for reasonable accommodation are as follows:

- A. *Reasonable Accommodation Required.* *None of the requirements of this Chapter shall be interpreted to limit any reasonable accommodation necessary to allow the establishment or occupancy of a residential facility for persons with a disability.*
- B. *Application.* *Any person or entity wanting a reasonable accommodation shall make application to the Zoning Administrator and shall articulate in writing the nature of the requested accommodation and the basis for the request.*
- C. *Decision.* *The Zoning Administrator shall render a decision on each application for a reasonable accommodation within 30 days. The decision shall be based on evidence of record demonstrating:*
 - 1. *the requested accommodation will not undermine the legitimate purposes of existing zoning regulations notwithstanding the benefit that the accommodation would provide to a person with a disability;*

2. *that, but for the accommodation, one or more persons with a disability likely will be denied an equal opportunity to enjoy housing of their choice; and*
3. *that equal results will be achieved as between the person with a disability requesting the accommodation and a non-disabled person.*

The zoning ordinance allows up to eight (8) residents, and any more than eight (8) require approval of a reasonable accommodation request. The applicant has submitted a letter requesting a reasonable accommodation for up to eleven (11) residents including their articulation of the need for the accommodation (Exhibit H). Staff has reviewed the request and believe that a reasonable accommodation can be made for this application based on the standards for granting an accommodation as found in DCMC Section 9-38-050. Specifically, the request will not undermine the legitimate purpose of the zoning regulations as the single-family residence is large and has enough bedroom space to accommodate up to 11 residents. In addition, as the residents receiving the treatment will not have visitors during their stay, and few are likely to operate vehicles from the residence, there is not expected to be any significant increase in impacts from parking or traffic.

Second, an increase in the number of residents would provide a larger and likely more successful environment for treatment as described by the applicant in their request. Staff agrees with the applicants claim that creating a more successful environment will allow the persons with the disability to have equal results to a non-disabled person when the treatment is completed and successful.

Criteria For Approval. The criteria for review and potential approval of a Permitted Use request is found in Section 9-5-070(E) of the Draper City Municipal Code. This section depicts the standard of review for such requests as:

- E. Approval Standards: The following standards shall apply to the issuance of a permitted use permit. A permitted use shall:*
1. *Be allowed as a permitted use in the applicable zone;*
 2. *Conform to development standards of the applicable zone;*
 3. *Conform to applicable regulations of general applicability and regulations for specific uses set forth in this title;*
 4. *Not be located on any land classified as a primary or secondary conservation area or sensitive land area except as expressly permitted by provisions of this title;*
 5. *Not be located in any protected area as shown on a natural resource inventory; and*
 6. *Conform to any other applicable requirements of this code.*

The criteria for review and potential approval of a Permitted Use for Persons With a Disability request is found in Section 9-38-040(B) of the Draper City Municipal Code. This section depicts the standard of review for such requests as:

- B. Residential Facilities For Persons With A Disability:*
- 1. The facility shall comply with all building, safety and health regulations applicable to similar structures.*
 - 2. The facility must be able to be used as a residential facility for persons with a disability without fundamental alterations that would change the structure's residential character or negatively impact the character of the immediate neighborhood.*
 - 3. The facility shall be limited to eight (8) occupants, exclusive of staff.*
 - 4. If the facility is housing persons whose disability is substance abuse related and is located within five hundred feet (500') of a school, a security plan satisfactory to local law enforcement officials must be submitted and include twenty four (24) hour supervision of residents and other twenty four (24) hour security measures.*

The criteria for review and potential approval of a Reasonable Accommodation for a Permitted Use for Persons With a Disability request is found in Section 9-38-050(C) of the Draper City Municipal Code. This section depicts the standard of review for such requests as:

- C. Decision: The Zoning Administrator shall render a decision on each application for a reasonable accommodation within thirty (30) days. The decision shall be based on evidence of record demonstrating:*
- 1. The requested accommodation will not undermine the legitimate purposes of existing zoning regulations notwithstanding the benefit that the accommodation would provide to a person with a disability;*
 - 2. That, but for the accommodation, one or more persons with a disability likely will be denied an equal opportunity to enjoy housing of their choice; and*
 - 3. That equal results will be achieved as between the person with a disability requesting the accommodation and a nondisabled person.*

REVIEWS

Planning Division Review. The Draper City Planning Division has completed their review of the Residential Facility for Persons with a Disability and a Request for Reasonable Accommodation submission. Comments from this division, if any, can be found in Exhibit A.

Engineering and Public Works Divisions Review. The Draper City Engineering and Public Works Divisions have completed their reviews of the Residential Facility for Persons with a

Disability and a Request for Reasonable Accommodation submission. Comments from these divisions, if any, can be found in Exhibit A.

Building Division Review. The Draper City Building Division has completed their review of the Residential Facility for Persons with a Disability and a Request for Reasonable Accommodation submission. Comments from this division, if any, can be found in Exhibit A.

Fire Division Review. The Draper City Fire Marshal has completed his review of the Residential Facility for Persons with a Disability and a Request for Reasonable Accommodation submission. Comments from this division, if any, can be found in Exhibit A.

Legal Division Review. The Draper City Attorney has completed her review of the Residential Facility for Persons with a Disability and a Request for Reasonable Accommodation submission. The request complies with federal and state laws and Draper City ordinances. Comments from this division, if any, can be found in Exhibit A.

Noticing. Notice has been properly issued in the manner outlined in the City and State Codes.

STAFF RECOMMENDATION

Staff recommends that the Zoning Administrator review the request and approve the Site Plan Amendment application based on the findings and conditions listed below and the criteria for approval as listed within the staff report.

If the Zoning Administrator approves the request, staff suggests that the following conditions be included:

1. That all requirements of the Draper City Engineering, Public Works, Building, Planning, Business Licensing, and Fire Divisions are satisfied throughout the use of the site and the construction of all buildings on the site, including permitting.
2. That the facility will allow no more than 11 residents to live in the Residential Facility at any given time.
3. The existing detached accessory structure cannot be occupied by residents of the facility unless the structure obtains building permits and all applicable city approvals.
4. That no person or persons will reside in the facility that will be a threat to the health, safety and property of others in the area.
5. That no change is made to the exterior of the building that would fundamentally alter its residential character.

6. That the facility complies with all regulations contained in Sections 9-38-040(B through D) of the DCMC.
7. That the facility obtains a business license from Draper City.
8. That the facility obtains Building and Fire Division inspection approvals from Draper City.
9. That the facility may not be occupied until the Utah State Department of Human Services issues a license and the city receives a copy of the same.
10. That proof of approval from outside agencies, as applicable, are provided to the city prior to building permit issuance.



DEVELOPMENT REVIEW COMMITTEE ACKNOWLEDGEMENT

We, the undersigned, as duly appointed members of the Draper City Development Review Committee, do acknowledge that the application which provides the subject for this staff report has been reviewed by the Committee and has been found to be appropriate for review by the Draper City Planning Commission and/or City Council.



Draper City Public Works Division



Draper City Building Division



Draper City Fire Department



Draper City Planning Division



Draper City Legal Counsel

**EXHIBIT A
DEPARTMENT REVIEWS**

REVIEWS ARE NOT MEANT TO BE AN ALL INCLUSIVE LIST OF POSSIBLE COMMENTS OR CONDITIONS.

Planning Division Review.

1. No additional comments.

Building Division Review.

1. No additional comments received.

Engineering and Public Works Divisions Review.

1. No additional comments received.

Fire Division Review.

1. No additional comments received.

Police Department Review.

1. No additional comments received.

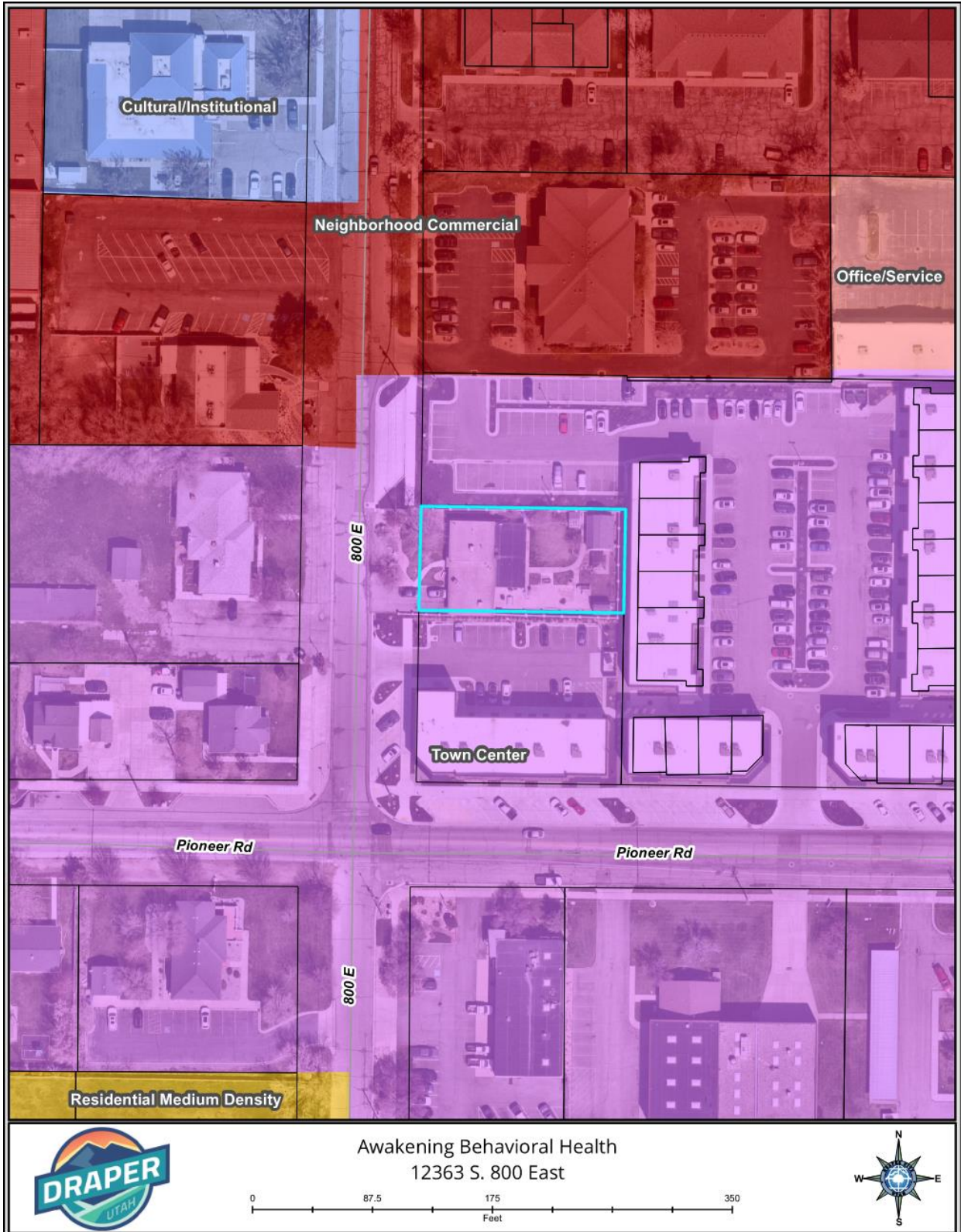
EXHIBIT B
VICINITY MAP



EXHIBIT C
AERIAL MAP



EXHIBIT D
LAND USE MAP



Awakening Behavioral Health
12363 S. 800 East

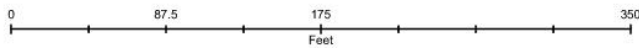


EXHIBIT E ZONING MAP

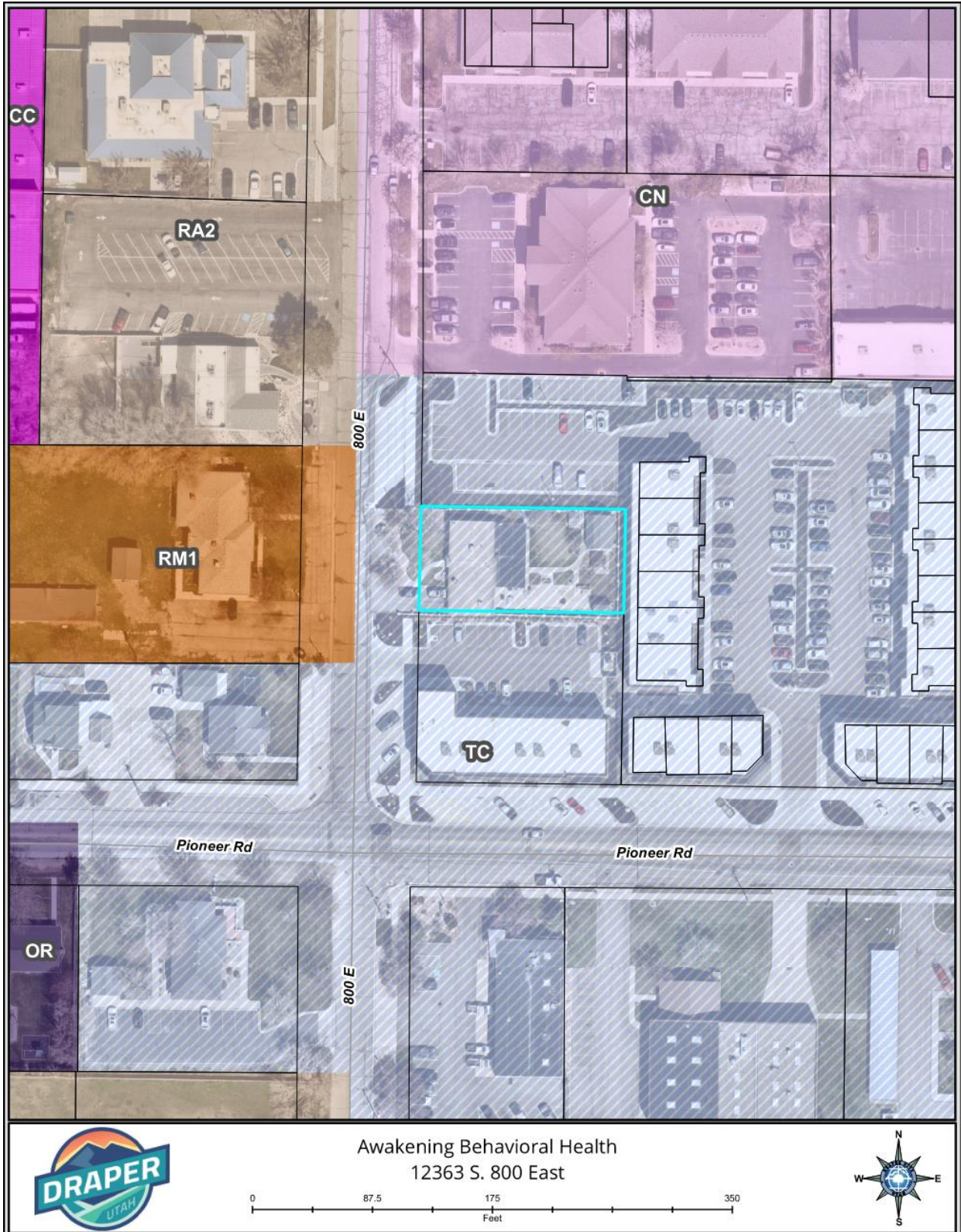


EXHIBIT F
APPLICANT'S SUBMITTAL



Facade Measurements

Garage 133"

Bedroom- 184"

Mother in Law- 205"

Specified Facility-

Recovery Residence as recognized by the state

Operating Agency- Renaissance Ranch Treatment Centers

Location of similar facilities

Deer Hollow Pioneer RTC- 1481 Pioneer Rd, Draper, UT 84020

Corner Canyon Centers- 13020 S Fort St, Draper, UT 84020

Sober Living Draper Properties- 12736 S 300 E

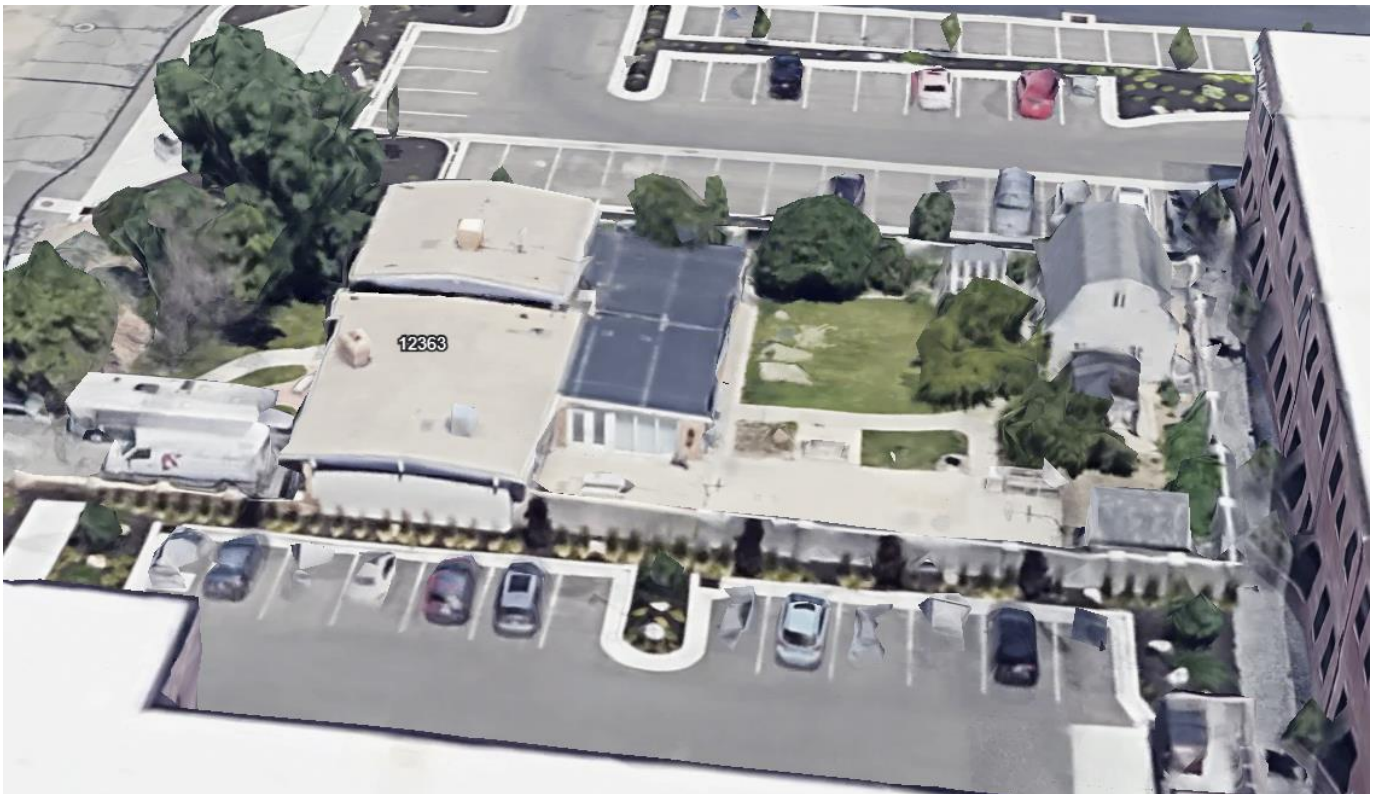
Number of Residents- 16, Visitors- 0, Staff will be on site minimally once per day. Hours of operation 12:00am-11:59pm Monday-Sunday

I, Creighton Park, Sober Living Director at Renaissance Ranch Treatment Centers, do hereby certify in a sworn statement that no individual will be permitted to reside or remain in the facility if their tenancy would:

Pose a direct threat to the health or safety of other residents, staff, or visitors, or
Result in significant physical damage to the property of others within the facility.

I affirm that the well-being and security of our residents and their belongings are of utmost importance to Renaissance Ranch Treatment Centers and myself. We are committed to maintaining a safe and supportive environment for all individuals in our care.

IMAGES OF 12363 S. 800 E., DRAPER UTAH, 84020





















**Renaissance Ranch Outpatient Inc.
Sober Living
Policies and Procedures**

Copies of this manual are available at all times to the office and general program information is available to the public. (Renaissance Ranch Outpatient Inc. will refrain from using Inc. in text below).

Definition: Sober Living

A low cost, community based recovery residence, which provides a safe environment of abstinence from drugs and alcohol.

Statement of Purpose:

Renaissance Ranch Outpatient Sober Living(s) will work in coordination with the Outpatient facility to provide an extra level of care for each of the clients.

Program Philosophy

To provide safe and affordable housing in an abstinent based environment for those with substance use disorders (SUD's) in transition from a higher level of treatment.

Long Term Goals

Remain fiscally sound ensuring the ability of the organization to provide this resource for our clients in the foreseeable future.

Acquire additional properties as is needed by the increase in clients in the Renaissance Ranch IOP program.

Track sobriety rates of past clients.

Establish and maintain an alumni fellowship.

Short Term Goals

Maintain city and state licenses.

Provide effective care for each client.

Work with IOP program to ensure stability and progress for clients.

Remain client centered in our approach.

Maintain and upgrade sober living homes as is necessary for the comfortable living of residents.

Keep census above 80% occupancy at any given time.

Population to be served

Renaissance Ranch Sober Living will serve those that meet 2 criteria. Those who are suffering from a substance use disorder and those who are enrolled in one of the Renaissance Ranch sister company clinical programs. Also:

Legal U.S. citizens. (Renaissance Ranch will accept illegal occupants with knowledge ahead of time.)

Age 18 +

Needs best served are substance use disorders and life skills training.

Program Limitations

The program works for diagnosis but in some circumstances another facility may better serve the consumer's needs.

Fee Policy

Renaissance Ranch sober living will require a lease agreement for each client. The lease will for 3 months. The policy of the company is to enter a verbal month-to-month rental agreement after the 3-month lease has been met.

The fee for residence at Renaissance Ranch Sober Living is \$650 per month.

Renaissance Ranch Sober Living will require 2 months up front. This policy can be changed to suit the needs of those who may be in a position of needing financial assistance.

Rent will be collected, and leases will be started, on the 1st or 15th, whichever is nearest, of the month.

The Need

1. High number of addicts needing a secure and safe environment to transition from a residential treatment center or higher level of care.

Estimated 10% of population has addiction challenges.

A home where addicts can get in touch with their issues together.

A home for fellowshiping in a 12-step based environment.

Supportive environment that provides resources for clients to gain employment and the ability to transition into their own residence.

Intake/Discharge Process

All clients will be given an intake packet prior to admission that consists of questions assessing the necessity for sober living. This packet will assess the client's current living situation, point in recovery and willingness to adhere to the program rules to help determine appropriateness of being admitted.

Within the intake packet, the client will read through sober living rules and regulations of the living environment. (Copy available upon request)

Client will read through and sign the lease agreement which will apply to their length of stay and is signed by both parties.

Staff will sign and approve all documents within the packet, regarding recovery plans, life goals and house rules.

Once the Intake Packet is signed by staff, a hard copy will be filed on site in the client's sober living folder. Locked in the staff office, in a locked cabinet.

Upon completion of sober living which is deemed as graduation from our Outpatient program or decision to move out, client will gather up personal belongings under supervision of staff and be assisted off of the premises.

For any unplanned discharges from sober living, staff will supervise client for the duration of time it takes for them to pack their belongings and be escorted off of the property.

For planned discharges upon completion of the program, staff will make sure that client has packed up personal belongings, cleaned personal living space, making sure there is a safe place for client to go and has been escorted off the property.

Record Retention Client

Renaissance Ranch Sober living's policy regarding record retention is to keep digital files on all treatment plans, progress notes and discharge summaries. Hard copies of intake questionnaires, leases, client rights confidentiality releases (when applicable) and signed rules will be kept for current clients and past clients for 7 years.

Record Retention Staff

Renaissance Ranch Sober living's policy regarding record retention is to keep digital files on all staff training, performance reviews, incident reports and any other applicable documents. Hard copies of documents listed above will be kept with staff records which are stored at our executive offices for 7 years.

Governance

The governing body over Renaissance Ranch Sober Living is the acting CEO, Tyson Dixon, who is also the majority owner.

Term of membership: indefinite. Role will run until it is deemed necessary to have a board with more than one member.

Legal Requirements

In order to operate as a legally, licensed recovery residence, Renaissance Ranch Outpatient Sober Living(s) will:

Comply with all local, state and federal laws.

Comply with recovery residence core rules.

Be licensed as a recovery residence by the state of Utah.

Comply with the Americans with Disabilities Act.

Only serve adults.

Administration and services provided

The Director of Sober Living, or the House Manager at Renaissance Ranch Outpatient Sober Living(s) will provide the following services to Clients of the facility:

Vocational training, as needed from the recovery residence staff.

Availability of peer support from others suffering from an SUD.

Access to skills training in order to further their professional abilities.

Access to community resource referrals.

Reasonable access to 12-step meetings and sponsor referrals.

RROPSL will not provide any allowances or funds to clients for any reason.

DHHS Licensing Contact Information

195 North 1950 West

Salt Lake City, Utah

84116

Phone: (833) 353-3447

Staffing

Staff Ratios

Renaissance Ranch Outpatient Sober Living(s) will maintain a staff to client ratio of 1 staff member for every 8 clients.

Operational Staff

Renaissance Ranch Outpatient sober Living(s) has a staff that includes the following:

Sober living Director that qualifies in at least one of the following areas:

A minimum of two years of documented administrative experience in recovery residence

a minimum of two years documented substance use disorder treatment;

a minimum of two year documented recovery support services; or

a minimum Utah licensure as a substance use disorder counselor, licensed clinical social worker or equivalent.

If staff is found working outside of their trained/licensed capacity, where applicable verbal, written warnings will be provided. If applicable termination pending the severity of the infraction.

Consequences of Staff Acting outside of training- If staff is observed acting outside of their training or licensure guidelines, the following steps will be taken. 1) A verbal warning by staff's supervisor. 2) if applicable a write up, which will be noted of infraction, date and time 3) termination and when applicable reporting to appropriate agencies (DOPL, DHS, etc)

Residence Manager(s) that is:

Not a client and has a substitute Residence Manager that is also not a client.

Approved by the Sober Living Director.

House Manager that:

May be a client;
will work under the direct supervision of the Sober Living Director;
shall have a replacement available in the case that the House Manager becomes sick, leaves on vacation, or is off site for any other reason.
Renaissance Ranch Outpatient Sober Living(s) may or may not have a house manager that is a client.

Professional Staff

Renaissance Ranch Outpatient Sober Living(s) staff will include the following professionals available to clients as needed:

a licensed physician or a licensed psychiatrist;
a licensed mental health therapist or a licensed Substance Use Disorder counselor (SUDC).

Staff duties

General staff duties:

Renaissance Ranch Outpatient Sober Living(s) shall provide each employee with a minimum of 40 hours of training prior to them working with clients. Training will encompass the following areas:

SUD curriculum;

peer support;

Suicide Safety emergency overdose response; recognition of and response to drug-related activities; certified first aid and CPR; compliance with core and Sober Living Rules, program policies and procedures; compliance with ethics and conflict of interest; case management; ongoing training in the areas above;

Sober Living Director OR residence manager will be on site 7 days per week, scheduled and documented, to ensure safety and to be in support of clients;

Sober Living Director or residence Manager will have contact with each client on a daily basis. These meetings will be documented.

The Sober Living Director or a Residence Manager will be on call at ALL times, and at least one employee will maintain the ability to respond to the home if necessary (within 1 hour), and to the Office of Licensing by phone.

Director of Sober Living: The following duties will be performed by the Director of Sober Living and may not be delegated to any other staff:

Policy and procedure implementation and oversight;

quality assurance plan implementation and oversight;

training curriculum;

supervision of staff;

oversight of client activities;

ensure continual compliance with local, state and federal laws.

notify the Office of Licensing 30 days prior to changes in program, administration or purpose;

ensure that the program is fiscally sound;
ensure program maintains the staffing ratios outlined in program policy and procedure;
ensure that the program has general liability insurance, professional liability insurance, vehicle insurance and fire insurance;
monitoring all aspects of the program as outlined in the quality assurance plan.

Quality Assurance Plan

Renaissance Ranch Outpatient Treatment Sober Living(s) will implement a quality assurance plan through the following methods:

Monthly staff meetings to ensure:

Review of each client's progress.

Review of each client's folder and access to resources.

Review of employee files to ensure proper documentation for necessary certifications.

Quality check on individual clients status.

Proper adherence to all federal, state and local laws.

The program complies with all R501-2. Core Standards.

Employee Files Policy and Procedure: Program uses personnel files from Renaissance Ranch Outpatient as each of the Sober Living employees are FIRST an employee of the above mentioned organization. Program shall maintain a personal file on site for each employee including the following:

Application for employment

Professional resume,

Applicable credentials and certifications,

Training record,

I-9 immigration form completed as applicable,

Background screening (compliance with R501-14 &R501-18) A signed copy of current DHS provider code of conduct.

Record keeping

The program will utilize the treatment records of the sister companies in which the client(s) are required to attend. Renaissance Ranch Outpatient Sober Living(s) will keep client applications, leases, and releases separate from the sister company files. All personal recovery plans, progress notes, discharge summaries and other clinical touch point documents will be kept through the sister companies. client records shall contain the following:

Name, address, telephone number, email;

admission date;

emergency contact information with names, address email, and telephone numbers;

an intake application and assessment indicating that the client meets the admission criteria;

individual recovery plan, including the signature and title of the persons preparing the recovery plan and the signature of the client;

documentation of services provided, including the signature and title of the persons providing the sober living services;
documentation of supportive services not directly associated with the sober living;

SOBER LIVING

Off-site supportive services available to clients:

1 on 1 therapy or substance abuse counseling available by request through Renaissance Ranch Outpatient.

Recovery coaching and Case Management available by request through Renaissance Ranch Outpatient.

Employment resources available through LDS family services.

AA and other 12-step meetings available within a small radius from all Renaissance Ranch Sober Living homes.

Addictionologist available by request through Renaissance Ranch Outpatient for analysis and prescription of medications.

Referrals available to other local therapists and Doctor's.

Clients have access to help with resumes and job applications.

the signed written lease agreement for the recovery residence;
signed crisis intervention reports;

a. Incident reporting form for Renaissance Ranch Outpatient Sober Living:

Crisis Intervention/Suicide Prevention Policy

Renaissance Ranch Sober Living has a crisis intervention policy that includes the following:

summary of information

date and time of incident.

Action taken

Employees and management involved

Follow up information

List of referrals

Signature and title of staff preparing report

Signed by management

If a client has reported elevated levels of Suicidal Ideation (S.I) or has reported elevated levels of wanting to self harm. On site staff will immediately assess client with training they have received quarterly. If it is deemed necessary staff will contact the client's therapist/counselor to ensure safety of client and to commit to a safety plan until client can be seen by the counselor in our outpatient setting.

Critical Incident Reporting

A. The following critical incidents, if appropriate: (2) Use of seclusion. (3) Use of restrain. (4) Incidents involving injury. (5) Communicable disease. (6) Infection control. (7) Aggression or violence. (8) Use and unauthorized possession of weapons. (9) Wandering. (10) Elopement. (11) Vehicular accidents. (12) Biohazardous accidents. (13) Unauthorized use and possession of legal or illegal substances. (14) Abuse. (15) Neglect. (16) Suicide and attempted suicide. (17) Sexual assault. (18) Other sentinel events.

The above incidents will be addressed by the following. Incident Document is below.

Any Critical Incident will be reported to OL within 24 hours of taking place. Any time a critical incident report is reported, the leadership team i.e- Sober Living Director, Executive Director and Clinical Director will meet to discuss solutions to stop any further potential incidents reported. Which will be put in the client's file and retained with the rest of their files.

- (a) Prevention.
- (b) Reporting.
- (c) Documentation.
- (d) Remedial action.
- (e) Timely debriefing conducted following critical incidents.

A written analysis of all critical incidents is provided to r conducted by leadership:

At least annually.

That addresses: (1) Causes. (2) Trends. (3) Actions for improvement. (4) Results of performance improvement plan. (5) Necessary education and training of personnel. (6) Prevention of recurrence. (7) Internal reporting requirements. (8) External reporting requirements.

A file will be kept for all incident reports. When an incident involves abuse or neglect, serious injury or illness, violation of the Provider Code of Conduct, or death of a consumer, the program shall:

Notify the office of licensing, legally responsible person and any applicable agency which may include law enforcement

Write a preliminary report and submit to the office of licensing within 24 hours of incident.

The recovery residence's client recovery plan shall offer and document individualized and supportive services;

off-site treatment referrals.

Physical Environment

Renaissance Ranch Outpatient Sober Living(s) will provide written documentation of compliance with the following:

Local zoning ordinances for the city in which the dwelling resides

Local business requirements for the city in which the dwelling resides;

Local building codes for the city in which the dwelling resides;
Local fire safety regulations for the city in which the dwelling resides;
local health codes for the city in which the dwelling resides.
Renaissance Ranch Outpatient Sober Living(s) will ensure that the sober living(s) are well maintained, safe and clean.

Physical Facility

Renaissance Ranch Outpatient Sober Living(s) has a separate, secure area to be used as the office and administrative area. All documents regarding clients will be double locked.

Bathrooms:

facilities have locking bathrooms. Clients have access to a toilet, sink, and a shower or tub. These are all well maintained and in good operating order;
client to bathroom ratio is a minimum of 1 bathroom for every 3 clients;
each bathroom is kept in good operating order and is well maintained;
mirrors are secured to the wall in each bathroom at appropriate heights.
bathrooms are ventilated by mechanical means or by means of a window opening to the outdoors; clients are notified prior to admission regarding their responsibilities related to provision of toiletries and the expectations regarding bathroom cleanliness.

Sleeping accommodations:

clients have a minimum of 60 square feet per person if residing in a double (or more) occupancy room. Bedrooms housing a single client have a minimum of 80 square feet. Storage space is not counted in the square footage for bedrooms;
all sleeping areas have a source of natural light
i.e. windows, sliding doors, etc. and can be ventilated by opening said windows or doors;
each bed, none of which are portable, are solidly constructed;
any facilities with male and female clients will have separate sleeping quarters and locking bedrooms for separation. Renaissance Ranch Outpatient Sober Living(s) shall only house male clients.

clients have the right to personalize bedrooms with respect for other client's property;
bedrooms on the ground floor all have a minimum of one window that can be used to evacuate the room in case of fire; bedrooms that is not on the ground floor, including any basement bedrooms, have a minimum of 2 exits, at least one of which exits directly to outside of the building and meets fire safety regulations. furniture and equipment in bedrooms are able to reasonably hold all client's possessions and meet any other client needs;
all furniture is well maintained, clean and safe. Clients will be made aware, prior to admission, of their responsibilities related to bedroom cleanliness.

clients will be made aware, prior to admission, of their responsibilities related to provision of bedding and linens. Renaissance Ranch Outpatient Sober Living(s) does not provide any bedding for clients.

Laundry service:

facilities will provide a washer and dryer for the clients use, or reasonable accommodations for laundry service;

laundry appliances are well maintained, clean and in good operating order. Clients are made aware before admission of their responsibilities related to laundry area maintenance.

Smoking Policy

It is understood that there will be no smoking inside the residence at any time. And if smoking outside it will be done 25 feet from any entrance according to the Indoor Clean Air Act .

Pet Policy

There is a no pet policy for all sober living residences.

Weapons Policy

Renaissance Ranch Outpatient Sober Living(s) is a weapons free environment. Clients are not allowed to have weapons of ANY KIND on the property. This includes the clients vehicles.

Any weapons found upon intake search shall be kept safely in the office behind locked doors until the client discharges from the program. Clients may only have pocket knives less than 3 inches in length, or blades that are used in conjunction with their employment.

Criminal Activity/Medical Incident

A. Staff is trained to recognize the following by observing multiple UA's per week. Staff is made up of majority of recovering alcoholics and addicts where we are able to identify slurred speech, nodding out or hyper activity. Staff will continue to assess the client by be hyper vigilant of the smell of alcohol, behaviors that are related to drug and alcohol consumption.

Policy to Train Staff on the following

Addressing violence- Staff will utilize CARF approved training that is found on our employee portal that is done on the day of hire and annually after that. Violence is defined as verbal,non-verbal and action taken against or toward a client. Staff will continue to assess the client in question to correct perceived violence. Utilizing training mentioned above as well as the client's clinician at Renaissance Ranch Outpatient.

Addressing Client's in possession of Contraband- Staff will utilize CARF approved training that is found on our employee portal that is done on the day of hire and annually thereafter. Contraband is defined as any unapproved items such as and not limited to drugs, paraphernalia, alcohol, weapons of any kind or any sort of stolen items.

Addressing Client's at risk for Suicide- Staff will utilize CARF approved training that is found on our employee portal that is done on the day of hire and annually thereafter. If staff encounters a client presenting active or passive suicidal thoughts or ideation, they will immediately escalate that to the client's clinician at Renaissance Ranch Outpatient. Sober Living staff will continue to assess utilizing feedback from said clinician and training stated above. Continued safety and care for clients is of utmost importance at Renaissance Ranch Sober Living. Managing Clients with Mental Health Concerns- Staff will utilize CARF approved training that is found on our employee portal that is done on the day of hire and annually thereafter. Any client displaying mental health concerns such as but not limited to hyper/hypo activity, manic

episodes or psychosis will immediately notify the client's clinician at Renaissance Ranch Outpatient. Sober Living staff will continue assessing clients by utilizing insight and feedback from said clinician and by observing clients in the residence.

Criminal activity of any kind including but not limited to, theft, possession of a controlled substance, under the influence of alcohol or drugs, violence, possession of contraband, will not be tolerated, when documented or observed staff will contact legally responsible persons and any applicable agency which may include law enforcement. Ct will be discharged from Renaissance Ranch Sober Living.

If there are concerns with the clients mental health at sober living, said client will at least be at an Intensive Outpatient level of care. Concern in question will be escalated to the client's clinician. If after meeting with client and clinician there are still concerns of the mental state, the client will be referred out to a higher level of care or facility that is better equipped to address their mental health.

If a client is assumed to be under the influence of drugs or alcohol, a drug test/breathalyzer will be administered on site. If the client is found to be under the influence they will be asked and escorted off site to allow for the continued safety of the clients currently residing at sober living.

Staff will be able to assess and address any of the issues listed above based on the mandatory, CARF approved staff training that takes place on day of hire and annually after that

Food Service Policy

Renaissance Ranch Outpatient Sober Living(s) does not provide any food, nor does the staff prepare any food as part of their duties.

Clients will be made aware, before admission, of their responsibilities related to food and food service.

Renaissance Ranch Outpatient Sober Living(s) will provide occasional catered meals for clients. Facilities have one or more full kitchens with stove, counter space, refrigerator adequate for all of the clients cooking and clean up needs, plus adequate storage for all of the clients food needs.

All kitchen equipment is well maintained, clean and in operational. Clients will be made aware, prior to admission, of their responsibilities related to the cleaning and operation of kitchen area.

Renaissance Ranch Outpatient Sober Living(s) provides a dining area separate from the kitchen and with enough seating to seat all clients on site. The dining space is clean, well maintained and in safe working order. Clients will be made aware, prior to admission, of their responsibilities related to cleanup and maintenance of dining area.

Renaissance Ranch Outpatient Sober Living(s) complies with all requirements of the local Health Department when clients consume food prepared by another individual.

Clients are made aware, prior to admission, of their responsibilities related to the provision or preparation of food.

Medical Standards

Renaissance Ranch Outpatient Sober Living(s) does not admit any client exhibiting symptoms of convulsion, shock, delirium tremens, or in a coma or unconscious state.

Before admission, clients of Renaissance Ranch Outpatient Sober Living(s) are screened for Tuberculosis through a questionnaire approved by the local Health Department.

All Clients and staff of Renaissance Ranch Outpatient Sober Living(s) provide current proof of negative test results for Tuberculosis and are tested annually (staff).

Renaissance Ranch Outpatient Sober Living(s) require a minimum of 3 days between last use of any mind altering substance and admittance into the program.

If Infectious disease or contagious outbreak is found in the home, client will be immediately quarantined in the facilitated quarantine room of the house and if applicable USHD will be notified.

Medication Policy

RENAISSANCE RANCH OUTPATIENT SOBER LIVING MEDICATION POLICY

I understand and agree to comply with the following policy from Renaissance Ranch Outpatient Sober Living regarding medication:

Renaissance Ranch Outpatient Sober Living(s)(RROSL) does not keep, store or distribute any medications.

RROSL will check in any medications the client may have upon arrival.

RROSL does not allow any narcotics or controlled prescriptions for any client.

Clients are responsible for safe and secure keeping of any medications they have.

Clients are required to keep medications locked up when they are not in use.

If medications are found out in the open or if lost pills are found by staff the client will be given a write up.

If a client obtains any new prescriptions during the course of their stay they are obligated to notify the staff immediately.

Hazardous Chemicals and Materials

Renaissance Ranch Outpatient Sober Living(s) provides safe storage for hazardous chemicals, materials and aerosols, including but not limited to poisonous substances, explosive or flammable substances, bleach and cleaning supplies.

Renaissance Ranch Outpatient Sober Living(s) keeps the before mentioned chemicals and materials in their original packaging and follow the manufacturer's instructions printed on the label.

Personal Property of Clients

RROPSL will note what items are brought into the house during the admit/move in time and have the client sign for what is moved into the home.

Renaissance Ranch Outpatient Sober Living(s) will not store any personal property for any clients. Items left after any sessions will be stored in "lost & found" for sixty (60) days and then properly disposed of.

RROPSL will replace any stolen or damaged items during the time of the clients stay.

Transportation Policy

RROPSL staff will not provide transportation for any client.

If life threatening illness or injury, staff will call emergency services.

If there is a scheduled activity off site, it will be the clients responsibility to transport themselves to and from said activity.

There are no contracted transportation services related to sober living.

Grievance Procedure

The following grievance process will apply to both client and staff alike

RENAISSANCE RANCH OUTPATIENT SOBER LIVING CLIENT GRIEVANCE PROCEDURE

At Renaissance Ranch Outpatient Sober Living(s) we are dedicated to the safety and satisfaction of our clients. We are an open book and hope that any client feeling as if they are being treated unfairly will follow the proper avenues to resolve the situation quickly.

WHAT IS A GRIEVANCE : A grievance is a formal complaint or expression about any issue that is thought to be unjust or unfair. Putting a grievance into writing is your right and it is a formal declaration that you wish to have a particular situation resolved.

You have the right as a client/staff to file an official grievance without fear of retaliation or unfair treatment resulting directly from the grievance. Renaissance Ranch Outpatient Sober Living(s) is committed to providing fair treatment of each client and to allowing each client to be heard.

STEP 1

Discuss your grievance with the staff. It is preferred that you discuss the grievance directly with the staff involved in the situation if that is the case. If an appropriate solution is not met you will then contact the sober living director by phone.

STOP, if the issue has been resolved. If not, proceed to step 2.

STEP 2

Request an official grievance form from a staff member. (If you are a staff member, get a grievance form from the Executive Director. If your grievance is toward the Executive Director, get your form from the Clinical Director) Once you have the form fill out the situation in detail, the persons involved, and the solution that you feel is fair for that particular situation. Submit the form to the Sober Living Director or call the Sober Living Director to schedule a meeting.(The grievance will be submitted to the Executive Director if Sober Living Director is involved in the grievance. The Executive Director will sit down with the client who has filed the grievance and try to resolve the issue. If the client is comfortable sitting down with the subject of the grievance then a meeting will be scheduled with the eyes of the third party, Executive Director) The Sober Living Director will schedule a meeting within 48 hours of the grievance being reported.

STOP, if the issue has been resolved. If not, proceed to step 3.

STEP 3

Report the grievance(if applicable, combined with a critical incident completed by staff) to the Utah office of licensing in charge of providing the license to Renaissance Ranch Outpatient Sober Living.

Personnel and Employee Administration

The following rules are deemed as appropriate by Renaissance Ranch Sober Living.

Rules of Conduct

All employees will adhere to the following rules of conduct:

Will be clean of any alcohol, mind altering drugs, coffee or tobacco.

Staff members will have a minimum of 1 year continuous sobriety as reviewed by the Sober Living Director.

All information and programming are proprietary information of Renaissance Ranch Outpatient Sober Living(s) and are not to be utilized outside of this program.

Will not exceed the bounds of their individual licensure.

Treat clients with love, dignity, acceptance and respect.

Will be on time for all staff and client meetings

Will maintain client confidentiality.

Will not engage in any type of relationship with client.

Will adhere to all precepts of the Ethics Code.

Will adhere to all Federal, State and Local laws.

Will not inflict intentional mental or physical abuse as well as chemical or physical restraint on clients (except when client's behavior endangers self or others).

Will fully inform the client of his/her legal, medical and clinical status.

Will provide equal treatment and opportunity regardless of race, color, creed, religion, handicap, disability, etc.

Will voice grievances directly to management without fear of reprisal.

Will not engage in any form of sexual or personal harassment per Federal, State and Local laws. This includes any inappropriate remarks, innuendoes or gestures and or touching of self or others.

Will wear collared or turtleneck shirts during working hours.

Policy for grievances is to go through lines of authority. Orientation and on-going training will be conducted monthly and formally

annually. Performance appraisals (once annually), rules of conduct and sexual/personal harassment training annually as well.

Renaissance Ranch Outpatient Sober Living(s) policy is to refer clients to personal Doctor or other physicians or clinics but will not handle any medical practice items in or outside facility.

Program does not employ Volunteers at this time.

Company has an employee grievance form available on request.

If staff fail to comply with the above, it will be deemed as inappropriate behavior.

The following corrective action will be taken.

Verbal Warning

Written Warning

Termination

Restraint Policy

1. 1. It is the policy of Renaissance Ranch that devices and/or restraints not be used as a means of therapeutic intervention. PROCEDURE: During the initial hiring phase, staff shall be notified that Renaissance Ranch does not use restraints as a means of therapeutic intervention. If a client poses an imminent risk to themselves or others, Renaissance Ranch employees will call 911 and continue to attempt to de-escalate the situation without using any restraint.

Seclusion Policy

Renaissance Ranch Outpatient does not practice seclusion.

Lines of Authority

The proper lines of authority are:

House manager > Sober living Director > Owner/CEO

Performance Appraisals

Performance appraisals will be conducted in conjunction with the yearly Renaissance Ranch IOP performance appraisals. See IOP files for these documents.

b.

Non- Discrimination Policy

Discrimination is defined as- the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.

Abuse is defined as- Cruelty or violence to a person(s)

Sex/Gender Policy- Renaissance Ranch is an all male facility where we admit CT's based off sex/gender identifying as male. Desired nouns and descriptions for each male client are discussed during our intake assessment. Clients are encouraged to involve staff when abused, discriminated or harassed against.

Staff will recognize harassment, abuse and discrimination based on the annual, CARF approved training that must be completed by all staff upon hire date and continued annually after that.

If staff is found in non compliance with the above, corrective action will be taken. Verbal warning, written warning, and possible termination. Abuse, discrimination, harassment can be physical, mental, emotional or psychological. Staff will complete staff training that is found in our staff training portal and done annually which will also deem them competent in communication with clients. Staff will also complete annual training in Renaissance Ranch online staff training portal on non-discriminatory actions/communication based on gender, race, sex, color, gender identity, sexual orientation, religion, and national orientation.

If staff is the subject of alleged abuse or harassment the clients are instructed to report the situation to the Executive Director of Renaissance Ranch, Bryan Hedin. (801-450-3421)

3. If a client is found non compliant with the above. Staff will address clients involved to resolve the issues. The first step in consequence will be a staff and client meeting to try and rectify the alleged accusation of harassment or abuse. If it continues or is not resolved the instigating client will be discharged from the program with (3) referrals.

Sexual Harassment Policy

i. The Renaissance Ranch Sober Living sexual harassment policy is as follows and applicable for both staff and client.

Prevention and Reporting Procedures:

Staff Training: All staff must receive training on recognizing, preventing, and reporting discrimination, harassment, and abuse. This includes understanding the various forms of prohibited conduct, identifying signs and potential risk factors, and following appropriate intervention and reporting procedures.

Reporting: Staff who witness or become aware of any incidents of discrimination, harassment, or abuse must report the incident immediately to their supervisor or designated staff member.

Residents and other stakeholders are also encouraged to report any concerns or incidents.

Investigation and Follow-Up: All reports will be promptly and thoroughly investigated, ensuring confidentiality and sensitivity. Appropriate disciplinary or corrective actions will be taken, up to and including termination of employment or removal from the recovery residence, as warranted.

III. Communication Procedures:

Professional Communication: Staff will be trained in effective and professional communication techniques to ensure respectful interactions with individuals of all sexual orientations and genders. This includes using appropriate language, avoiding assumptions or stereotypes, and fostering an inclusive and supportive environment.

Training Methods: Training will be provided through a combination of workshops, online modules, and ongoing supervision to ensure staff maintain the necessary knowledge and skills for effective communication.

II. Client Protection Measures:

Clear Communication: Clients will be informed of their rights and the residence's commitment to maintaining a non-discriminatory environment during the admission process and throughout their stay.

Accessible Reporting Procedures: Clients will be made aware of the procedures for reporting any incidents of discrimination, harassment, or abuse, and will be encouraged to come forward with any concerns.

Prompt and Thorough Investigation: All reports will be investigated in a confidential and sensitive manner, with appropriate actions taken to address and remedy the situation.

Support Services: Clients who experience discrimination, harassment, or abuse will be provided with appropriate support, such as counseling or assistance in accessing external resources.

III. Consequences for Intolerance, Harassment, or Bullying:

Staff or clients who engage in any form of intolerance, harassment, or bullying based on gender identification or sexual orientation will be subject to appropriate consequences, which may include:

Verbal or Written Warning: A verbal or written warning may be issued for minor or first-time offenses, emphasizing the importance of adhering to the residence's non-discrimination policy.

Suspension or Expulsion: Staff or clients who engage in more severe or repeated incidents of intolerance, harassment, or bullying may face suspension or expulsion from the recovery residence.

Termination of Employment: In the case of staff members, violations of this policy may result in disciplinary action, up to and including termination of employment.

SEXUAL HARASSMENT POLICY

It is the policy of Renaissance Ranch Outpatient that all clients are held responsible for ensuring that the sober living is free from sexual harassment. Because of Renaissance Ranch Outpatient's strong disapproval of offensive or inappropriate sexual behavior at sober living, all clients must avoid any action or conduct, which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when:

- (1) submission to the harassment is made either explicitly or implicitly a term or condition of employment;
- (2) submission to or rejection of the harassment is used as the basis for employment decisions affecting the individual; or
- (3) the harassment has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any client who has a complaint of sexual harassment at sober living by anyone, including roommates and/or house mates, should first clearly inform the harasser that his behavior is offensive or unwelcome and request that the behavior stop. If the behavior continues, the client must immediately bring the matter to the attention of staff. If the immediate staff is involved in the harassing activity, the violation should be reported to that supervisor's immediate supervisor, or the Executive Director, Bryan Hedin, who can be reached at (801) 450-3421.

If a supervisor or personnel officer knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harassment involves any types of threats of physical harm to the victim, the alleged harasser may be suspended with pay. During such suspension an investigation will be conducted by Renaissance Ranch Outpatient; If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include discharge from sober living. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including discharge from sober living.

RENAISSANCE RANCH OUTPATIENT CLIENT SIGNATURE:

Printed Name Date

Signature

Job descriptions

Sober Living director: 5 years experience in sober living management and/or SUDC or masters level license.

Search out new properties for potential sober living homes.

Obtain and maintain state and city licensing

Manage staff

Provide on-going training for staff members

Handle conflicts between staff and clients
2. House Manager: Minimum high school diploma
daily check ins conflict resolution between clients check chores check on curfew requirements
oversee rules and rule implementation

Maintain paperwork in client files

Training

A. Staff behavior management policy

All staff of Renaissance Ranch Outpatient Sober Living will comply and be certified under the following training criteria. Staff is trained on case management, proper paperwork completion and filing and services. Staff are trained on all policies of the program including the following. Ongoing training will be provided for staff at weekly staff meetings. Lastly, including if a client decides to discontinue residence at Sober Living.

1. Will read, understand and sign off on Renaissance Ranch Living policies and procedures manual.

Will be given a 2 week training period by appropriate staff members that is equal to a minimum of 40 hours.

Staff will understand and sign off on and maintain files of the following:

Emergency procedures

Behavior management (Inappropriate is defined as: "not suitable or proper in the circumstances.") (Appropriate behavior is defined as: suitable and supportive of the program rules and align with the values and purpose of Sober Living.)

When staff encounter appropriate behavior it will be verbally noted and supported. When staff encounter inappropriate behavior they will 1) address the behavior with the client directly to bring awareness to behavior. 2) If client refuses to re-align behavior to match what is expected a write up will be given noting the behavior in question, time and date of occurrence and signed off by staff and client. 3) Write up will be filed in the client's file and held for 7 years with all other applicable documents. ii- When a client leaves the program without permission staff will follow the following steps. 1) Call the client directly to attempt to gather information to see if the client really has left. 2) attempt to route the client back to sober living. 3) if the client does not come back when prompted by staff, staff will write the client up, noting the infraction details, day and time of occurrence and file it in the client's file which will be held for 7 years with all other applicable documents.

Emphasis on building positive relationships with persons served and between staff members.
Evaluation of environment

Appropriate interaction with staff to- promote de-escalation and manage behavior

De-escalation Techniques for Sober Living Clients

I. Prevention Strategies:

Staff Training: All staff must receive training in identifying signs of agitation, aggression, and potential triggers to facilitate early intervention and prevent escalation.

Clear Communication: Foster open communication among residents and staff, ensuring that expectations, rules, and boundaries are well-understood to minimize misunderstandings and frustration.

Supportive Environment: Maintain a calm, supportive, and structured environment to promote stability and reduce stress among residents.

II. Intervention Techniques:

Active Listening: Actively listen to the resident's concerns, demonstrating empathy and understanding while maintaining a calm demeanor.

Verbal De-escalation: Use a calm, reassuring voice and non-confrontational language to defuse tension and encourage cooperative problem-solving.

Personal Space: Respect the resident's personal space and avoid unnecessary touch or invasion, which could exacerbate agitation.

Redirection: Offer choices or redirect the resident's attention to more positive activities or topics to help alleviate distress.

Time-Out: Provide the resident with an opportunity to take a break or retreat to a quiet space if needed, allowing them time to self-regulate.

III. Response Strategies:

Establish Clear Boundaries: Communicate clear expectations for resident behavior, emphasizing the importance of non-violent communication and mutual respect.

Support Network: Involve the resident's support network, such as family, friends, or mental health professionals, when appropriate and with proper consent.

Follow-Up and Debriefing: After a de-escalation event, conduct a follow-up with the resident to discuss their feelings, reinforce coping skills, and identify potential triggers to inform future intervention strategies.

Training record

Annual performance evaluations

J-9 immigration form

Will have a completed application for employment.

Will be subject to a background check.

Will not have a past or current felony conviction. If employee does have a past conviction, hiring will be contingent on review of Sober Living Director.

Will be subject to a six month probationary period.

Will not exceed the expertise of their qualifications.

Will understand and adhere to all federal, state and local laws.

Will complete and have current first aid and CPR training within 2 months after employment begins.

Governing body and employees have read, understand and follow a signed copy of the current DHS Code of Conduct.

Renaissance Ranch Outpatient Sober Living will not use interns.

Training will include SUD curriculum

Training will include emergency overdose response.

Training will include recognition of and response to drug-related activities.

Ongoing training will take place to ensure up to date knowledge of the above topics.

All training will be documented and maintained in employee files.

Individual Recovery Plan for Clients

A. Renaissance Ranch Outpatient Sober Living(s) will have individual recovery plans that are specific to each client. This plan is done through Renaissance Ranch Outpatient treatment plans where applicable. If a Sober Living client is not in the IP program then the plan will be filled out with a staff member and pertain to recovery and personal goals of the client. Plan will include a signature of the client completing the plan and the staff who is overseeing and preparing the plan. The non-IOP Renaissance Ranch Sober Living Individual Recovery Plan is as follows.

SOBER LIVING

RECOVERY GOALS

1.

2.

3.

4.

ACTION STEPS TOWARD RECOVERY GOALS

1.

2.

3.

4.

PERSONAL GOALS

1.

2.

3.

4.

ACTION STEPS TOWARD PERSONAL GOALS

1.

2.

3.

4.

Signature and Acknowledgement:

I have read and do understand the medication policy of Renaissance Ranch Outpatient Sober Living and agree to adhere to all of said rules.

Client Name

Client Signature

Date

Renaissance Ranch Outpatient Sober Living
Representative Name

Renaissance Ranch Outpatient Sober Living Date Signature

Rules Sober Living

I AGREE TO LIVE UP TO THE FOLLOWING STANDARDS AND RULES SET FORTH BY RENAISSANCE RANCH OUTPATIENT SANCTUARY. I AGREE TO ALL TERMS AND TO THE SCHEDULE THAT HAS BEEN PROVIDED. THE STANDARD I HAVE AGREED TO HOLD MYSELF TO ARE AS FOLLOWS:

GENERAL

Clients will remain sober from drugs, alcohol and all mind-altering substances. Failure to do so will result in discharge from the home.

Clients will abstain from bringing any alcohol, drugs or mind-altering substances, including any contraband, onto the property.

Clients will respect the facility by keeping common areas clean, reporting any damage to facility and reporting any suspicious behavior from clients, staff or otherwise. There is zero tolerance for destruction of property.

No weapons are allowed on the property.

No visitors are allowed on property without prior approval. Under no circumstances are women allowed on the property in a casual manner unless it is a relative of a client.

Clients are personally responsible for any lost or stolen property. Staff of Renaissance Ranch Outpatient Sober Living will do their due diligence in investigating theft, but clients are encouraged to secure valuables in a place where only they have access. One safe or one locked storage will be provided for each client.

Clients will adhere to a zero tolerance theft policy. Taking food without asking permission is considered theft. Clients will be asked to leave immediately if they are caught stealing.

Clients will not lend any items or borrow any items from other clients.

Violence of any kind is prohibited. Clients will be asked to leave immediately if they engage in any physical altercation or any other action that staff deems as unnecessary physical contact.

Any client with medications will make the staff aware before moving into facility. Any prescriptions obtained after moving in will be brought to the attention of staff immediately.

Staff reserves the right to search belongings, including cars, at any time.

Clients are responsible for obtaining their own food. Renaissance Ranch Outpatient sober living is not a facility that provides food.

Renaissance Ranch Outpatient Sober Living is not a facility that provides any transportation for clients.

Medications are to be kept in a locked storage that only the particular client the medications belong to can access. Honesty and a genuine desire to recover is required to live in the home. Any dishonesty or manipulation is grounds for immediate discharge. Any client that does not disclose to staff the dishonesty or manipulation of another client; or any drug or alcohol use of another client will be discharged. Client's bedrooms must remain clean at all times. Clients are not permitted to have any overnight guests under any circumstances. There is zero tolerance for sexual activity of any kind between clients. Staff reserves the right to discharge clients at any time for any reason.

Clients cannot be picked up from the house unless approved by staff.

If an unapproved person picks up a client from the house the client will be subject to discharge.

Client is responsible for picking up their possessions within 1 week of discharge. If possessions are not picked up then they will be donated.

It is understood that there will be no smoking in the residence at any time in accordance to the Utah Clean Air Act.

PROGRAM

- Clients are required to attend a minimum of seven approved 12-step meetings per week. Clients who are attending an IOP program may count their IOP group meetings toward their meeting attendance requirement as long as the IOP is based in the 12-steps.
- Clients will have meetings sign off sheets and present them to staff on a weekly basis.
- Clients are required to sleep on the property every night unless prior approval has been obtained through staff.
- Overnight forms are required to be submitted before any overnight pass is to be approved.
- Clients are required to check in and out on the check in form each time they leave the property or return home to the property.
- Client will agree to random drug testing. Drug testing will take place a minimum of twice per week.
- Any missed or diluted drug tests will be counted the same as a positive result.
- Positive drug test results, or diluted/missed tests, will result in an immediate discharge from the program.

Staff reserves the right to randomly drug test at their discretion.

Clients will not spend excessive time around the house watching TV or otherwise being inactive. A daily chore will be required of all clients. Chores will rotate weekly. Chores are required on a daily basis.

Clients will receive write ups for missing curfew, missing daily chore, not meeting weekly 12-step requirement, persistent uncleanliness, leaving things out, etc. This list can continue and include anything the staff deems necessary in requiring a write up.

If a client receives 5 write-ups they will be subject to discharge from the home.

Write ups may be worked off by performing an extra chore to be decided by a staff member and signed off by the staff member and the client.

If a client is discharged from any aftercare or IOP program from they will be immediately discharged from the sober living.

SCHEDULE

Phase I

Clients will remain on phase I upon arriving until they obtain employment, are progressing in the steps and are current in their IOP program. Clients also must have a home group before moving to phase II.

Clients in phase I will be awake and out of bed, with their beds made, by 9 am on weekdays and 10 am on weekends.

Clients in phase I must be out of the house looking for a job or at home looking for a job until 5 pm.

Clients in phase I will be home by 11 pm on weekdays and midnight on weekends.

Clients in phase I will have their daily chore completed within 1 hour of waking up daily (10 am on weekdays and 11 am on weekends)

Clients on phase I will not be allowed to have overnight passes.

Clients must be working the steps with a sponsor or recovery coach to move to phase II.

Clients must be current on any IOP program to move to phase II.

Clients must have a home group to move to phase II.

There must be a unanimous vote in a house meeting from peers to move to phase II.

Phase II

Clients with a job will be off of phase I. This is our new life with new goals and aspirations and sleeping all day does not fall into our plan for a daily spiritual reprieve.

All clients in phase II are required to maintain morning wake up and chore requirements.

Clients that have moved to phase II will be able to stay out until midnight on weekdays and until 1 am on weekends.

Staff reserves the right to restrict the curfew of any client for any reason.

Staff reserves the right to drop a client to phase I at any time for any reason.

For all clients

Check in with designated staff member every day by phone or in person.

There will be a mandatory house meeting on Thursday nights at 9 PM.

All clients are required to check in with staff on a daily basis.

IF CLIENT FAILS TO CHECK IN WITH STAFF FOR 48 HOURS OR MORE THEY WILL BE DISCHARGED AND THEIR BED WILL BE FILLED.

ALL CLIENTS WILL DEEP CLEAN EACH SUNDAY AT NOON OR WHEN THE CLIENT IS AVAILABLE.

The Renaissance Ranch Sober Living policy regarding the rights of consumers is as follows:

SOBER LIVING CLIENT RIGHTS

Each Renaissance Ranch Outpatient Treatment client has the right to:

Be treated with love, dignity, acceptance and respect by staff and other clients.

Be fully informed of his/her rights.

Be fully informed of any changes or fees associated with Renaissance Ranch Sober Living.
Be involved as much as possible in his/her own housing circumstances.

Refuse to be involved in any experimental research or treatment.

Be given advance notice to any pending discharge and reasons thereof.

Be free of intentional mental or physical abuse as well as chemical or physical restraint.(Unless client is posing risk to self or others)

Be assured that any information contained in his/her record will not be released to any outside agency(s) or individual(s) without the client's written authorization.

Have reasonable access to a telephone.

Communicate with whomever he/she chooses as long as such communication does not violate Renaissance Ranch Sober Living policy or court instructions.

Be fully informed of his/her legal and medical.

Examine his/her file to the extent permitted by Renaissance Ranch Outpatient Treatment policy and with a staff member present.

Receive equal treatment and opportunity regardless of race, color, creed, religion, handicap, disability, etc.

Voice grievances directly to management, counselor or other Renaissance Ranch Outpatient Treatment staff without fear of reprisal.

Be given a copy of his/her rights if requested.

Be given reasons for involuntary termination, an opportunity to state their view and the criteria for readmission into the program.

Be protected from harm or acts of violence.

Be insured that the rights of smokers and non-smokers comply with the Utah Clean Air Act.

Clients are encouraged to report any offenses of these rights to the Clinical Director.

Date

Client Signature

Client (Printed Name)

Staff (Signature)

Staff (Printed Name)

XXII Emergency Procedures/ Unique Circumstances

Renaissance Ranch Sober Living has a written plan of action for disaster and casualties to include the following:

Designation of authority and staff assignments.

Plan for evacuation.

Transportation and relocation of consumers when necessary.

We provide 24-hour telephone service that is posted.

First-Aid kits are located in each home

We do not allow any firearms or ammunition on premises.

Authorization to Receive Emergency Care

Client Consent: Clients must provide written consent upon admission to the recovery residence, authorizing staff to obtain emergency medical or mental health services on their behalf when deemed necessary.

Legal Representative: In the case of a client who is incapacitated or unable to provide consent, the recovery residence must obtain authorization from the client's legally authorized representative or follow applicable laws and regulations.

III. Communication and Documentation:

Family or Guardian Notification: In the event of an emergency, the recovery residence must make reasonable efforts to contact the client's family, guardian, or designated emergency contact.

Emergency Services Coordination: The recovery residence must coordinate with emergency services providers to ensure appropriate care and follow-up.

Documentation: All emergency incidents, interventions, and coordination with emergency services must be documented in the client's file, maintaining confidentiality in accordance with applicable regulations and policies.

Infectious Disease

All employees and volunteers of Renaissance Ranch Sober Living will be trained on the policies and procedures in the prevention or control of Infectious Disease.

These include, but are not limited to, seminars, certification and ongoing training in accordance with local, state and federal health standards. They are as follows:

Precautions are to be taken at assessment, without discrimination, to become aware of any infectious disease situation. Clients will be informed to not attend group or counseling sessions if sick or ill.

All staff will be informed and take necessary precautions depending on the type of disease and customary precautions.

Staff or customers will not be exposed to open needles.

Use of disinfectant soaps will be utilized in all public areas.

If infectious disease is found within the sober living home staff will assist client(s) in transitioning them out of the home.

When applicable UHD, CDC and local agencies will be notified.

When applicable, house will be quarantined and rid of infectious disease by professional cleaners.

Evacuation Procedures

Person Discovering the Fire:

Confine the fire (shut door, etc.)

Get a fire extinguisher and put out fire if to do so would not endanger you or others.

Evacuate the building.

Meet at safety point and account for all clients.

Call 911

Staff:

Immediately call 911 and let them know the alarm has gone off and the building is being evacuated. Take house roster and sign out roster to the assembly point at the front of the building and begin to get accountability of staff and residents. Do Not Re-Enter the building until told to do so by staff or fire department personnel.

Other Disasters

That address as follows: (1) When evacuation is appropriate. (2) Complete evacuation from the physical facility. (3) When sheltering in place is appropriate. (4) The safety of all persons involved. (5) Accounting for all persons involved. (6) Temporary shelter, when applicable. (7) Identification of essential services. (8) Continuation of essential services. (9) Emergency phone numbers. (10) Notification of the appropriate urgency authorities.

Staff Training-

Critical Incident Reporting- Staff is trained on how to address reporting on our employee portal and given CARF approved training on the day of hire and continued annually after that. Here are steps in which to follow... Any Critical Incident will be reported to OL within 24 hours of taking place. Any time a critical incident report is reported, the leadership team i.e- Sober Living Director, Executive Director and Clinical Director will meet to discuss solutions to stop any further potential incidents reported. Which will be put in the client's file and retained with the rest of their files.

Continuity of Care- Staff is trained on continuity of care in our employee portal and given CARF approved training on the day of hire and annually after where they will... 1) Keep the priority of the client and their recovery in mind. 2) Any concerning behavior will be escalated to the clinician at Renaissance Ranch Outpatient. 3) If client needs help with case management

type situations, staff will help connect them to the appropriate resources by providing websites, phone numbers and physical addresses.

Transport- Staff is instructed to not transport clients under any circumstance. Clients in sober living are autonomous adults and are expected to facilitate their own rides. In the event of an emergency clients will be transported by themselves or with their peers whom they reside with.

Health and Safety- Staff is trained on overall health and safety of clients using our employee portal where they will receive CARF approved training on the day of hire and annually after that. Staff will follow those training by following the applicable steps... 1) observe the incident escalate to Sober Living Director 3) Remove(ask client to transport self) clients from any high risk situation which may put them or others at risk. 4) if applicable alert local authorities or emergency services 5) file an incident report and add to any applicable client files and keep the file for 7 years.

Fire Safety- Clients and visitors should observe the no-smoking policy throughout the residence. Any combustible materials should be stored and maintained in a neat and orderly manner. Paint solvents, thinners and other flammable material should be stored in metal cabinets, away from open flame and heating devices.

Electrical equipment should be maintained in a constant state of good repair. Light cords shall be free from wear and defects shall not be run under rugs or carpeting. Electrical circuits shall not be overloaded. Electrical motors, fans, heaters and other appliances shall be kept free from accumulation of lint and grease.

There will be fire extinguishers, pressurized and up to code according to the fire marshall and city codes available throughout the residence. Fire Drill- Fire drills will be done quarterly, documented and done in accordance to our fire policy found in this document.

Natural Disasters- Including floods, earthquakes and any other act of God the following procedure will take place. We are not in a flood zone. If the facility is flooded and there is no lighting, find flashlights and escort any clients to high ground and wait for further instruction. Earthquake. Will DUCK, COVER, and HOLD. After shaking is done, clear the area and meet at the designated safe point and await further instructions.

Medical Emergencies

Reporting person immediately calls 911.

Only certified First Aid and CPR personnel shall administer any assistance within the expertise of their certification.

Other clients are taken to a separate area of the facility.

Client's physician and nearest relative or guardian are contacted.

Staff and clients will adhere to all Federal, State and Local laws.

Suicide Assessment

Purpose: To provide a standardized approach for recovery residence staff to identify, assess, and respond to suicidal ideation and behaviors among residents.

I. Staff Training: All recovery residence staff must receive training on suicide risk factors, warning signs, and appropriate interventions to ensure proper identification and response to residents in crisis.

II. Identification and Assessment:

Risk Factors: Staff should be aware of potential risk factors for suicide, including depression, anxiety, substance use, and personal or family history of suicide attempts.

Warning Signs: Observe residents for warning signs of suicide, such as expressions of hopelessness, increased substance use, social withdrawal, and giving away personal possessions.

Assessment Tools: Utilize evidence-based suicide assessment tools, such as the Columbia-Suicide Severity Rating Scale (C-SSRS) or the Suicide Assessment Five-step Evaluation and Triage (SAFE-T), to evaluate suicide risk among residents.

III. Intervention and Response:

Immediate Response: If a resident is in imminent danger of self-harm or has attempted suicide, call 911 or transport the resident to the nearest emergency department immediately.

Safety Planning: Develop a personalized safety plan with the resident to reduce access to lethal means, identify support systems, and create a crisis response plan.

Referral and Follow-up: Connect residents to mental health professionals and suicide prevention resources as needed. Monitor residents who have expressed suicidal ideation or engaged in suicidal behaviors closely and provide ongoing support.

IV. Documentation: Record all suicide assessments, interventions, and referrals in the resident's file, maintaining confidentiality in accordance with applicable regulations and policies.

V. Policy Review: The recovery residence shall review and update the suicide assessment protocol annually, ensuring compliance with state regulations and incorporating best practices in suicide prevention.

Emergency Transportation:

Renaissance Ranch Sober Living will not provide emergency or other transportation for its clients as a policy unless under the direction of a licensed medical professional.

Other non-emergency transportation numbers will be provided in a public area

Signature and Acknowledgement:

I have read and do understand the complete Policies and Procedures manual of Renaissance Ranch and agree to adhere to all policies and procedures set in herewith.

Employee Name Date

Employee Signature Date

Renaissance Ranch Outpatient Sober Living Date

Representative Name Renaissance Ranch Outpatient Sober Living Date



EXHIBIT G
SECURITY PLAN



SECURITY PLAN

1. Introduction

- Renaissance Ranch is dedicated to maintaining a safe and secure environment for all residents, staff, visitors, and the community. This plan outlines comprehensive security measures in place to safeguard the community while also providing our clients with the appropriate services they need.

2. Security Objectives

- Protect the safety and well-being of all individuals on the premises.
- Protect the safety and well-being of all individuals within the community.
- Secure property and assets against theft, vandalism, and other threats.
- Ensure compliance with all relevant safety regulations.

3. Security Measures

- **Security Camera Surveillance**
 - Security cameras will monitor the main living areas within the house as well as outside. Renaissance Ranch's outpatient center borders the property. Accordingly, Renaissance Ranch will monitor the cameras from its outpatient center next door during normal business hours. Although the cameras will be monitored during normal business hours, the cameras will record 24/7.
- **24/7 Staffing**
 - Maintain trained staff personnel at all times to ensure continuous monitoring and rapid response.
 - Renaissance Ranch's outpatient center borders the property. Renaissance Ranch will thus monitor the cameras next door and conduct regular walkthroughs of the property during normal business hours.
 - Renaissance Ranch will have a staff member onsite at the property during all non-normal business hours.

- **Lighting and Visibility**
 - Ensure all outdoor areas are well-lit, including pathways, driveway, and entrances.
 - Regular maintenance checks to replace or repair lighting fixtures.
- **Emergency Procedures**
 - Institute and communicate clear fire safety protocols to all clients and staff, including evacuation routes and designated assembly points.
 - Maintain an up-to-date emergency contact list accessible to all staff.
- **Incident Reporting**
 - Establish a clear process for reporting security incidents.
 - Maintain detailed records of all incidents for review and analysis.
 - If a client reports homicidal or suicidal ideations to staff, the client will be placed on an immediate line of sight hold and a member of the clinical staff will be contacted for further assessment. Should a client be deemed a threat to themselves or others, staff will call 911 and request EMS services to aid the transport of the client to the nearest emergency department for further evaluation and stabilization. Should staff feel the client is not able to wait for a member of the clinical team to assess then staff will immediately call 911 and facilitate the client's needs and then report to the appropriate clinical and administrative staff.
- **Urine Analysis Testing**
 - All clients must remain abstinent from illicit drugs and alcohol while in any Renaissance Ranch program. All clients are subject to random, regular urine analysis testing. If a client appears under the influence, urine analysis will be conducted. Renaissance Ranch has a zero-tolerance policy. Use of illicit drugs or alcohol is cause for removal.

4. Staff Training

- Provide comprehensive security training for all staff, including conflict resolution and emergency response.

5. Review and Updates

- Conduct an annual review of the security plan to assess its effectiveness and make necessary adjustments.
- Solicit feedback from staff and residents to identify areas for improvement.

6. Communication and Coordination

- Establish clear communication channels between clinical team, other staff, and clients.
-

EXHIBIT H
REASONABLE ACCOMODATION REQUEST

November 14, 2024

**CONFIDENTIAL
VIA EMAIL**

Maryann Pickering
City of Draper
1020 E. Pioneer Road
Draper, Utah 84770

**Re: MODIFICATION TO REASONABLE ACCOMMODATION REQUEST
FOR RECOVERY HOUSING AT 12363 SOUTH 800 EAST, DRAPER
UTAH 84020**

Dear Maryann,

I am writing to request a modification of Renaissance Ranch's previous request for a reasonable accommodation at 12363 South 800 East, Draper, Utah 84020. (the "Property"). As you know, Renaissance Ranch's application currently requests accommodation for 16 disabled individuals to be permitted to reside together at the Property. In light of the recent information learned regarding the permitting of the accessory dwelling unit, Renaissance Ranch requests to modify its request from 16 to 11 individuals.¹

11 residents is both reasonable and necessary for the disabled individuals to have equal opportunity to use and enjoy the Property. The Fair Housing Act ("FHA") requires the City to grant a reasonable accommodation "whenever it may be necessary to afford a disabled person equal opportunity to use and enjoy a dwelling." *Cinnamon Hills Youth Crisis Ctr., Inc. v. Saint George City*, 685 F.3d 917, 923 (10th Cir. 2012) (citing 42 U.S.C. § 3604(f)(3)(B) (internal quotations omitted)); *see also Corp. of the Episcopal Church v. West Valley City*, 119 F.Supp.2d 1215, 1221 (D.Utah 2000) (explaining that accommodation is required if it is "(1) reasonable and (2) necessary (3) to afford handicapped persons equal opportunity to use and enjoy housing.").

In this instance, the accommodation is both reasonable and necessary. Courts around the country have found that an accommodation is reasonable unless it would "(1) impose an undue financial and administrative burden on the housing provider or (2) fundamentally alter the nature of the program." *See e.g., Schwarz v. City of Treasure Island*, 544 F.3d 1201, 1220–1226 (11th

¹ Although this letter constitutes a modification of Renaissance Ranch's request for a reasonable accommodation, the substance of the original application is incorporated herein by reference. This modification is only meant to alter the number of requested residents and to provide the City with additional information.

Cir. 2008); *Hovsons, Inc. v. Township of Brick*, 89 F.3d 1096, 1104 (3d Cir. 1996). Here, the requested accommodation would not impose an undue financial or administrative burden on the City of Draper, nor would it fundamentally alter the nature of the existing City ordinances.

Moreover, the Property is situated such that it borders Renaissance Ranch’s intensive outpatient center located at 829 E. Pioneer Road. Allowing the disabled individuals to reside next door to the intensive outpatient center will allow for continuity of care and for Renaissance Ranch to utilize its staff more efficiently, decreasing the financial impact of the previous property owners not permitting the accessory dwelling unit. For these reasons, the requested accommodation is reasonable.

The requested accommodation is also necessary. In *Cinnamon Hills* the Tenth Circuit for the United States Court of Appeals described when a reasonable accommodation is considered “necessary.” 685 F.3d 917, 923. There, the Court explained that the word “necessary” suggests “something ‘indispensable,’ ‘essential,’ something that ‘cannot be done without.’” *Id.* Further, courts around the country have found accommodation necessary when living in the dwelling serves a therapeutic purpose for its inhabitants that enhances the residents’ recovery from alcohol and drug addiction. *See e.g., Harmony Haus Westlake, L.L.C. v. Parkstone Prop. Owners Ass’n*, 851 F. App’x 461, 466 (5th Cir. 2021); *One Love House, LLC v. City of Anoka, Minnesota*, 93 F.4th 424, 435 (8th Cir. 2024); *Yates Real Est., Inc. v. Plainfield Zoning Bd. of Adjustment*, 404 F. Supp. 3d 889, 919 (D.N.J. 2019).

Residents residing in recovery housing experience demonstrable therapeutic effects that help the disabled individuals’ stay clean and sober. The Substance Abuse and Mental Health Services Administration (“SAMHSA”), an agency within the U.S. Department of Health and Human Services, explains that there are four fundamental dimensions that support life in recovery—Health, Home, Purpose, and Community. SAMHSA directly links each of the four dimensions to recovery housing.

Health – Recovery housing is where people learn to create a life in recovery, overcoming or managing their substance use—for example, abstaining from use of alcohol, illicit drugs, and non-prescribed medications—and making informed, healthy choices that support physical and emotional wellbeing. Jason and Ferrari (2010)² examined abstinence specific social support and successful abstention from substance use across more than 900 Oxford House residents and found that 81.5% of participants reported no substance use the following year.

² *Id. citing* Jason, L. A., & Ferrari, J. R. (2010). Oxford House recovery homes: Characteristics and effectiveness. *Psychological Services*, 7(2), 92–102. <https://doi.org/10.1037/a0017932>.

Home – Recovery housing provides residents a stable and safe place to live. Persons with substance use issues often return from treatment and institutions to living environments that enable addictive lifestyles. Secure housing is an important component of recovery and has proven to promote successful recovery outcomes (Lo Sasso et al., 2012).³

Purpose – Recovery homes promote meaningful daily activities, typically requiring residents to work, go to school, and/or volunteer. Longitudinal research reveals that persons who live in recovery housing have higher monthly income and employment rates (Reif et al., 2014).⁴ Moreover, recovery housing creates a functionally equivalent family within the household where residents share mutual aid, reciprocal responsibilities, chores, and leadership and/or governance roles.

Community – Using the Social Model of Recovery principles, recovery housing cultivates family-like relationships and social networks that provide support, friendship, and hope. The support of the community is a critical aspect in achieving and sustaining recovery. A support network of friends and family, peers with lived experience, trained recovery housing staff, and access to community resources is essential to helping people achieve sustained recovery. Community, camaraderie, empathy, and guidance are necessary ingredients in helping someone remain on track as they navigate a healthy lifestyle. The support and guidance provided by this community can help a person in recovery to cultivate healthy coping skills and self-efficacy, which further sustains recovery (Jason et al., 2006).⁵

Substance Abuse and Mental Health Services Administration. Best Practices for Recovery Housing. Publication No. PEP23-10-00-002. Rockville, MD: Office of Recovery, Substance Abuse and Mental Health Services Administration, 2023.

³ *Id. citing* Lo Sasso, A. T., Byro, E., Jason, L. A., Ferrari, J. R., & Olson, B. (2012). Benefits and costs associated with mutual-help community-based recovery homes: The Oxford House model. *Evaluation and Program Planning*, 35(1), 47–53. <https://doi.org/10.1016/j.evalprogplan.2011.06.006>.

⁴ *Id. citing* Reif S., George P., Braude L., Dougherty R. H., Daniels A. S., Ghose S. S., & Delphin-Rittmon M. E. (2014). Recovery housing: assessing the evidence. *Psychiatric Services*, 65(3), 295–300. [PubMed] [Google Scholar].

⁵ *Id. citing* Jason, L. A., Olson, B. D., Ferrari, J. R., & Lo Sasso, A. T. (2006). Communal housing settings enhance substance abuse recovery. *American Journal of Public Health*, 96(10), 1727–1729. <https://doi.org/10.2105/AJPH.2005.070839>.

Renaissance Ranch’s recovery housing program provides disabled individuals with a community that is the functional equivalent of a family unit—warranting the City’s deviation from its definition of family. *See* St. George City Code § 10-2-1; *see also Oxford House, Inc. v. City of Baton Rouge, La.*, 932 F. Supp. 2d 683, 694 (M.D. La. 2013). In Renaissance Ranch’s program, the disabled individuals are required to adhere to the house rules. *See* Recovery Housing House Rules. These house rules include, for example, mandatory attendance to at least seven approved 12-step meetings per week, daily chores, curfew, random drug testing, and mandatory weekly house meetings. Additionally, Renaissance Ranch’s program has varying rules depending on the particular resident’s phase of the program. Further, as residents progress in their individual recovery, they are given additional responsibilities such as house manager, group leader, etc. The individuals are accountable to one another and collectively and collaboratively assist each other in their own personal recoveries. Thus, the individuals that will reside at the Property are the functional equivalent of a family unit, sharing mutual aid, reciprocal responsibilities, chores, and leadership and governance roles.

The population size within the Property is essential as the dynamics of community support and shared responsibility hinge on the number of residents. A smaller community fails to harness the “strength in numbers,” diminishing mutual support and increasing household burdens, which can exacerbate feelings of isolation, stress, and anxiety, thereby elevating the risk of relapse. To that end, the rooming accommodations that Renaissance Ranch provides to these individuals are an essential characteristic of the program. The necessity of communal living spaces to the recovery process is well-established in research. Documented works such as Roe *et al.*⁶ and Johnson *et al.*⁷ detail the necessity of community support and the adverse effects of isolation on substance abuse recovery.

To ensure that isolation is minimized while these individuals are in early recovery, Renaissance Ranch requires most of the residents—depending on the quality of their recovery and length of their abstinence—to share bedrooms. Renaissance Ranch has been treating individuals recovering from disabilities attributed to mental health and substance abuse diagnoses for over 20 years. Throughout that time, rates of recovery have been greatly improved through a “strength in numbers” approach—not only in the total population size of the recovery residence but also in the rooming accommodations. Ultimately, the less alone time a person in early recovery from drug and alcohol abuse has, the greater the likelihood that the person will enjoy long-term sobriety. Accordingly, it is essential for Renaissance Ranch’s program to minimize incidents of isolation. By sharing bedrooms with each other, these individuals recovering from drug and alcohol addictions experience the therapeutic effect of connection and

⁶ *See e.g.*, Roe L, Proudfoot J, Tay Wee Teck J, Irvine RDG, Frankland S, Baldacchino AM. Isolation, Solitude and Social Distancing for People Who Use Drugs: An Ethnographic Perspective. *Front Psychiatry*. 2021 Jan 13;11:623032. doi: 10.3389/fpsy.2020.623032. PMID: 33519561; PMCID: PMC7838520.

⁷ Johnson BR, Pagano ME, Lee MT, Post SG. Alone on the Inside: The Impact of Social Isolation and Helping Others on AOD Use and Criminal Activity. *Youth Soc*. 2018;50(4):529-550. doi: 10.1177/0044118X15617400. Epub 2015 Dec 1. PMID: 29628533; PMCID: PMC5889144.

reduced isolation, leading to increased rates of abstinence. It is for this reason that if the square footage of a particular bedroom is large enough to accommodate more than two disabled individuals,⁸ it is the custom and practice of Renaissance Ranch's program to put three or even four individuals in a single bedroom.

Additionally, because of the required individual and group therapy sessions as well as other mandatory daily meetings, on average, the individuals that are to reside at the Property will only be able to work for approximately 15–20 hours per week. These time requirements impose significant financial hardships on the individuals who will reside at the Property, severely limiting the amount of rent they are able to afford. Obtaining a reasonable accommodation is necessary because without the ability to house 11 persons at the Property, Renaissance Ranch will not be able to provide affordable rent amounts to the disabled individuals and the program will not be financially viable. *See Harmony Haus Westlake, L.L.C. v. Parkstone Prop. Owners Ass'n*, No. 20-50185 (5th Cir. 2021) (citing *Elderhaven, Inc. v. City of Lubbock*, 98 F.3d 175, 178 (5th Cir. 1996)) (explaining that necessity of a reasonable accommodation can be shown by the financial viability of the program); *see also Harmony Haus Westlake*, No. 20-50185 (5th Cir. 2021) (citing *Bryant Woods Inn, Inc. v. Howard Cnty.*, 124 F.3d 597, 605 (4th Cir. 1997)) (“To prove a certain minimum size is essential, plaintiff may show that number of residents is necessary for a sober-living home to be “therapeutically meaningful” or “financially viable.”).

As was stated in Renaissance Ranch's original application for 16 individuals, limiting the number of residents to 8 will result in a substantial loss of revenue, significantly impacting their ability to provide essential services and resources to their clients. Such a result would compromise the quality of Renaissance Ranch's care. Indeed, even with the reduced number residents (11), if Renaissance Ranch was required to cap its capacity at 8, Renaissance Ranch would suffer a \$23,250 annual loss of revenue.⁹

Accordingly, it is necessary for Renaissance Ranch to obtain a reasonable accommodation for at least 11 disabled individuals to reside at the Property. This accommodation will allow Renaissance Ranch to achieve the therapeutic effect of familial-like support as well as situate the individuals within the Property in such a way as will minimize isolation and increase the likelihood of long-term sobriety. Without this accommodation, the proposed residents will not have an equal opportunity as would non-disabled persons to use and enjoy the Property. Without the accommodation, the disabled individuals will face a heightened risk of isolation, depriving them of the community-based support system and leading to increased rates of relapse. Therefore, for Renaissance Ranch to facilitate an equitable living experience for the proposed disabled residents, this reasonable accommodation is necessary.

⁸ *See e.g.*, Utah Amin. Code § R501-18 (requiring a minimum of 60 sqft. per individual in a multiple occupant room and 80 sqft. in a single occupant room).

⁹ Renaissance Ranch will likely pursue a rezone of the property as well as a variance for the accessory dwelling unit for its distance from the property lines. Accordingly, Ranch reserves the right to submit an additional reasonable accommodation application in the future to expand the number of residents to 16.

November 14, 2024
Page Six

For these reasons, Renaissance Ranch respectfully requests for the City to grant its modified request for a reasonable accommodation and issue a business license allowing 11 unrelated individuals to reside at the Property.

Sincerely,

PARSONS BEHLE & LATIMER

A handwritten signature in black ink, appearing to read "Daniel Biddulph". The signature is fluid and cursive, with a large initial "D" and "B".

Daniel Biddulph
Attorney at Law

Enclosures:

Renaissance Ranch Recovery Housing Policies and Procedures Manual

Renaissance Ranch Recovery Housing House Rules

Renaissance Ranch Recovery Housing Client Rights



RECOVERY HOUSING

POLICIES AND PROCEDURES MANUAL

Copies of this manual are available at all times to the office and general program information is available to the public.

Definition: Recovery Housing

A low cost, community-based recovery residence, which provides a safe environment of abstinence from drugs and alcohol.

I. STATEMENT OF PURPOSE:

Renaissance Ranch Recovery Housing will work in coordination with the Outpatient facility to provide an extra level of care for each client.

A. Program Philosophy

To provide safe and affordable housing in an abstinent based environment for those with substance use disorders (SUD's) in transition from a higher level of treatment.

B. Long Term Goals

- Remain fiscally sound, ensuring the ability of the organization to provide this resource for our clients in the foreseeable future.
- Acquire additional properties as is needed by the increase in clients in the Renaissance Ranch Outpatient Program.
- Track sobriety rates of past clients.
- Establish and maintain an alumni fellowship.

C. Short Term Goals

- Maintain city and state licenses.
- Provide effective care for each client.

- Work with Outpatient Program to ensure stability and progress for clients.
- Remain client centered in our approach.
- Maintain and upgrade Recovery Housing homes as is necessary for the comfortable living of residents.
- Keep census above 80% occupancy at any given time.

D. Population to be Served

Renaissance Ranch Recovery Housing will serve those individuals meeting the following criteria:

- Suffering from a substance abuse disorder.
- Enrolled in one of Renaissance Ranch's sister company clinical programs.
- Legal U.S. citizens. (Renaissance Ranch will accept illegal occupants under appropriate circumstances.)
- Over the age of 18.

E. Program Limitations

The program works from diagnosis, but in some circumstances other facilities, including without limitation, Renaissance Ranch's sister company clinical programs, may better serve the client's needs.

F. Fee Policy

- Renaissance Ranch Recovery Housing will require a three (3) month lease agreement for each client. After the initial terms of three (3) months, the client's lease will remain month-to-month.
- The fee for residence at Renaissance Ranch Recovery Housing is \$650 per month.
- Renaissance Ranch Recovery Housing requires two (2) months up front.
 - This policy can be changed to suit the needs of those individuals needing financial assistance.
- Rent will be collected, and leases will commence, on the 1st or 15th of the respective month, whichever is nearest.

G. The Need

- High number of addicts are in need of a secure and safe environment to transition from a residential treatment center or some other higher level of care.
- Estimated 10% of the population has addiction challenges.
- A home where addicts can get in touch with their issues together.
- A home for fellowship in a 12-step based environment.
- Supportive environment that provides resources for clients to gain employment and the ability to transition into their own residence.

H. Intake/Discharge Process

- All clients will be given an intake packet prior to admission that consists of questions assessing the necessity for Recovery Housing. This packet will assess the client's current living situation, point in recovery, and willingness to adhere to the program rules to help determine appropriateness of being admitted.
- Within the intake packet, the client will read through Recovery Housing rules and regulations of the living environment. (Copy available upon request)
- Client will read through and sign the lease agreement which will apply to their length of stay and is signed by both parties.
- Staff will sign and approve all documents within the packet, regarding recovery plans, life goals, and house rules.
- Once the Intake Packet is signed by staff, a hard copy will be filed on site in the client's Recovery Housing folder. Locked in the staff office, in a locked cabinet.
- Upon completion of Recovery Housing (which date will either correspond to the client's date of graduation from Renaissance Ranch's Outpatient Program or their decision to move out), client will gather up personal belongings under supervision of staff and be assisted off of the premises.
- For any unplanned discharges from Recovery Housing, staff will supervise the client for the duration of time it takes for them to pack their belongings and be escorted off of the property.

I. Record Retention Client

Renaissance Ranch Recovery Housing's policy regarding record retention is to keep digital files on all treatment plans, progress notes and discharge summaries. Hard copies of intake questionnaires, leases, client rights confidentiality releases (when applicable) and signed rules will be kept for current clients and past clients for 7 years.

J. Record Retention Staff

Renaissance Ranch Recovery Housing’s policy regarding record retention is to keep digital files on all staff training, performance reviews, incident reports and any other applicable documents. Hard copies of the documents listed above will be kept with staff records which are stored at our executive offices for 7 years.

K. Governance

The governing body over Renaissance Ranch Recovery Housing is the acting CEO, Tyson Dixon, who is also the majority owner.

L. Tyson Dixon:

Term of membership: indefinite.

Role will run until it is deemed necessary to have a board with more than one member.

II. LEGAL REQUIREMENTS

In order to operate as a legally, licensed recovery residence, Renaissance Ranch Recovery Housing(s) will:

- Comply with all local, state and federal laws.
- Comply with recovery residence core rules.
- Be licensed as a recovery residence by the state of Utah.
- Comply with the Americans with Disabilities Act.
- Only serve adults.

III. ADMINISTRATION AND SERVICES PROVIDED

The Director of Recovery Housing, or the House Manager at Renaissance Ranch Recovery Housing will provide the following services to Clients of the facility:

- Vocational training, as needed from the recovery residence staff.
- Availability of peer support from others suffering from a substance use disorder (SUD).
- Access to skills training in order to further their professional abilities.
- Access to community resource referrals.
- Reasonable access to 12-step meetings and sponsor referrals.

- Renaissance Ranch Recovery Housing will not provide any allowances or funds to clients for any reason.

IV. STAFFING

A. Staff Ratios

Renaissance Ranch Recovery Housing will maintain a staff to client ratio of 1 staff member for every 8 clients.

B. Operational Staff

Renaissance Ranch Recovery Housings has staff that includes the following:

- **Recovery Housing Directors** that qualify in at least one of the following areas:
 - A minimum of two years of documented administrative experience in recovery residence
 - A minimum of two years documented substance use disorder treatment;
 - A minimum of two-year documented recovery support services; or
 - A minimum Utah licensure as a substance use disorder counselor, licensed clinical social worker or equivalent.
 - If staff are found working outside of their trained/licensed capacity, where applicable verbal, written warnings will be provided. If applicable, termination pending the severity of the violation.
- Residence Manager(s) that qualify in the following ways:
 - The individual is not a client and has a substitute Residence Manager that is also not a client.
 - Approved by the Recovery Housing Director.
 - House Manager(s) that qualify in the following ways:
 - May be a client;
 - Work under the direct supervision of the Recovery Housing Director;
 - Have a replacement available in the case that the House Manager becomes sick, leaves on vacation, or is off-site for any other reason for more than 24 hours.

C. Professional Staff

- Renaissance Ranch Recovery Housing staff will include the following professionals available to clients as needed:
 - A licensed physician or a licensed psychiatrist; and
 - A licensed mental health therapist or a licensed substance use disorder counselor (SUDC).

D. Consequences of Staff Acting Outside of Training:

If staff are observed acting outside of their training or licensure guidelines, the following steps will be taken. 1) A verbal warning by staff supervisor, 2) if applicable a write up, which will include infraction, date, and time, and 3) termination and when applicable reporting to appropriate agencies (e.g., DOPL, DHS, etc.).

V. STAFF DUTIES

A. General staff duties:

- Renaissance Ranch Recovery Housing shall provide each employee with a minimum of 40 hours of training prior to them working with clients. Training will encompass the following areas:
 - SUD curriculum;
 - Peer support;
 - Suicide Safety;
 - Emergency overdose response;
 - Recognition of and response to drug-related activities;
 - Certified first aid and CPR;
 - Compliance with core and Recovery Housing Rules, program policies and procedures;
 - Compliance with ethics and conflict of interest;
 - Case management;
 - Ongoing training in the areas above;
 - Recovery Housing Director OR Residence Manager will be on site 7 days per week, scheduled and documented, to ensure safety and to provide necessary support of clients;

- Recovery Housing Director or residence Manager will have contact with each client on a daily basis. The occurrence of these meetings will be documented; and
- The Recovery Housing Director or a Residence Manager will be on call at ALL times, and at least one employee will maintain the ability to respond to the home, if necessary (within 1 hour), and to the Office of Licensing by phone.

B. Director of Recovery Housing:

The following duties will be performed by the Director of Recovery Housing and may not be delegated to any other staff:

- Policy and procedure implementation and oversight;
- Quality assurance plan implementation and oversight;
- Training curriculum;
- Supervision of staff;
- Oversight of client activities;
- Ensure continual compliance with local, state and federal laws;
- Notify the Office of Licensing 30 days prior to changes in program, administration or purpose;
- Ensure that the program is fiscally sound;
- Ensure program maintains the staffing ratios outlined in program policy and procedure;
- Ensure that the program has general liability insurance, professional liability insurance, vehicle insurance, and fire insurance; and
- Monitoring all aspects of the Recovery Housing program as outlined in the quality assurance plan.

C. Quality Assurance Plan

Renaissance Ranch Outpatient Treatment Recovery Housing(s) will implement a quality assurance plan through the following methods:

- Monthly staff meetings to ensure:
 - Review of each client's progress;

- Review of each client's folder and access to resources;
- Review of employee files to ensure proper documentation for necessary certifications; and
- Quality check on individual client's status.
- Proper adherence to all federal, state, and local laws.
- The program complies with all R501-2 Core Standards.
- Employee Files Policy and Procedure: Renaissance Ranch Recovery Housing uses personnel files from Renaissance Ranch Outpatient as each of the Recovery Housing employees are FIRST an employee of Renaissance Ranch Outpatient. Renaissance Ranch Recovery Housing shall maintain a personal file on site for each employee including the following:
 - Application for employment;
 - Professional resume;
 - Applicable credentials and certifications;
 - Training record;
 - I-9 immigration form completed as applicable;
 - Background screening (compliance with R501-14 & R501-18); and
 - A signed copy of current DHS provider code of conduct.

VI. RECORD KEEPING

The program will utilize the treatment records of the Renaissance Ranch sister companies in which the client(s) are required to attend. Renaissance Ranch Recovery Housing will keep client applications, leases, and releases separate from the sister company files. All personal recovery plans, progress notes, discharge summaries, and other clinical touch point documents will be kept through the sister companies. Client records shall contain the following:

- Name, address, telephone number, email;
- Admission date;
- Emergency contact information with names, address email, and telephone numbers;
- Intake application and assessment indicating that the client meets the admission criteria;

- Individual recovery plan, including the signature and title of the persons preparing the recovery plan and the signature of the client;
- Documentation of services provided, including the signature and title of the persons providing the Recovery Housing services; and
- Documentation of supportive services not directly associated with Recovery Housing.

VII. SUPPORTIVE SERVICES

- 1 on 1 therapy or substance abuse counseling available by request through Renaissance Ranch Outpatient.
 - Recovery coaching and life coaching are available by request through Renaissance Ranch Outpatient.
 - Employment resources available through LDS family services.
 - AA and other 12-step meetings are available within a small radius from all Renaissance Ranch Recovery Housing homes.
 - Addictionologist available by request through Renaissance Ranch Outpatient for analysis and prescription of medications.
 - Referrals available to other local therapists and doctors.
1. Assistance with resumes and job applications.

VIII. CRISIS INTERVENTION/SUICIDE PREVENTION POLICY

Renaissance Ranch Recovery Housing has a crisis intervention policy that if a client has reported elevated levels of Suicidal Ideation (SI) or has reported elevated levels of wanting to self-harm, on-site staff will immediately assess client with training they have received. If it is deemed necessary, staff will contact the client's therapist/counselor to ensure safety of client and to commit to a safety plan until client can be seen by the counselor through Renaissance Ranch Outpatient.

- The safety plan includes the following:
 - Summary of information;
 - Date and time of incident;
 - Action taken;
 - Employees and management involved;

- Follow up information;
- List of referrals;
- Signature and title of staff preparing report; and
- Signed by management.

IX. CRITICAL INCIDENT REPORTING

- The Critical Incident Report, as provided below, should be completed in the following incidents:
 - Use of seclusion;
 - Use of restrain;
 - Incidents involving injury;
 - Communicable disease;
 - Infection control;
 - Aggression or violence;
 - Use and unauthorized possession of weapons;
 - Wandering;
 - Elopement;
 - Vehicular accidents;
 - Biohazardous accidents;
 - Unauthorized use and possession of legal or illegal substances;
 - Abuse;
 - Neglect;
 - Suicide and attempted suicide;
 - Sexual assault; and
 - Other sentinel events.
- Any Critical Incident must be reported by staff to the leadership team within 24 hours.

- In the event a Critical Incident Report is reported, the leadership team, which consists of the Recovery Housing Director, Executive Director, and Clinical Director, will meet to discuss solutions to stop any further potential incidents reported. The Critical Incident Report will be added to the client's file.
- A written analysis of all Critical Incident Reports is provided:
 - At least annually.
 - That addresses: (1) Causes. (2) Trends. (3) Actions for improvement. (4) Results of performance improvement plan. (5) Necessary education and training of personnel. (6) Prevention of recurrence. (7) Internal reporting requirements. (8) External reporting requirements.

A file will be kept for all Critical Incident Reports according to the aforementioned document retention policy.

[Incident Reporting Form on following page]

X. PHYSICAL ENVIRONMENT

- Renaissance Ranch Recovery Housing will provide written documentation of compliance with the following:
 - Local zoning ordinances for the city in which the dwelling resides;
 - Local business requirements for the city in which the dwelling resides;
 - Local building codes for the city in which the dwelling resides;
 - Local fire safety regulations for the city in which the dwelling resides; and
 - Local health codes for the city in which the dwelling resides.
- Renaissance Ranch Recovery Housing will ensure that the Recovery Housing homes are well maintained, safe, and clean.

XI. PHYSICAL FACILITY

- Live-in Staff
 - Any staff living on site will have a separate bedroom and separate bathroom.
- Office/Administrative Area
 - Renaissance Ranch Recovery Housing has a separate, secure area to be used as the office and administrative area. All documents regarding clients will be double locked.
- Bathrooms
 - All facilities must have workable locks on all bathroom doors.
 - Clients have access to a toilet, sink, and a shower or tub, which are well maintained and in good working order;
 - Client to bathroom ratio is a minimum of 1 bathroom for every 3 clients;
 - Mirrors are secured to the wall in each bathroom at appropriate heights;

- Bathrooms are ventilated by mechanical means or by means of a window opening to the outdoors; and
- Clients are notified prior to admission regarding their responsibilities related to provision of toiletries and the expectations regarding bathroom cleanliness.
- Sleeping accommodations
 - Clients have a minimum of 60 square feet per person if residing in a double (or more) occupancy room. Bedrooms housing a single client have a minimum of 80 square feet. Storage space is not counted in the square footage for bedrooms;
 - All sleeping areas have a source of natural light (i.e. windows, sliding doors, etc.) and can be ventilated by opening said windows or doors;
 - Each bed, none of which are portable, are solidly constructed;
 - Renaissance Ranch Recovery Housing only houses male clients;
 - Clients have the right to personalize bedrooms within reason, maintaining respect for other client's property;
 - Bedrooms on the ground floor all have a minimum of one window that can be used to evacuate the room in case of fire;
 - Bedrooms that are not on the ground floor, including any basement bedrooms, have a minimum of 2 exits, at least one of which exits directly to outside of the building and meets fire safety regulations;
 - Furniture and equipment in bedrooms are able to reasonably hold client's possessions and reasonably meet other communicated client needs;
 - All furniture is well maintained, clean and safe. Clients will be made aware, prior to admission, of their responsibilities related to bedroom cleanliness;
 - Clients will be made aware, prior to admission, of their responsibilities related to provision of bedding and linens; and
 - Renaissance Ranch Recovery Housing does not provide any bedding for clients.
- Laundry service
 - Facilities will provide a washer and dryer for the clients use, or reasonable accommodations for laundry service;

- Laundry appliances are well maintained, clean and in good operating order; and
- Clients are made aware before admission of their responsibilities related to laundry area cleanliness.
- Smoking Policy
 - It is understood that there will be no smoking inside the residence at any time. And if smoking outside, it will be done at least 25 feet from any entrance according to the Indoor Clean Air Act.
- Pet Policy
 - There is a no pet policy for all Renaissance Ranch Recovery Housing homes.

XII. WEAPONS POLICY

- Renaissance Ranch Recovery Housing is a weapons free environment. Clients are not allowed to have weapons of ANY KIND on the property. This includes the client's vehicles, if any.
- Any weapons found upon intake search shall be kept safely in the office behind locked doors until the client discharges from the program.
- Clients may only have pocketknives less than 3 inches in length, or blades that are used in conjunction with their employment.

XIII. CRIMINAL ACTIVITY/MEDICAL INCIDENT

Staff are trained to recognize the following by observing multiple urine analysis (UA) per week. The majority of staff are recovering alcoholics and addicts who are uniquely able to identify slurred speech, nodding out, or hyperactivity. Staff will continuously assess the clients by being hyper vigilant regarding the smell of alcohol or behaviors that are commonly related to drug and alcohol consumption.

XIV. MANDATORY CARF TRAINING:

Staff will utilize CARF approved training. CARF approved training is available on Renaissance Ranch's employee portal and is utilized on the staff member's initial date of hire. The CARF approved training must be completed on the staff member's initial hire date and must be renewed on an annual basis.

- Violence
 - Violence is defined as verbal, non-verbal, and physical action taken against or toward a client.

- In the event of perceived violence, staff will continue to assess the client in question to correct the behavior and will utilize the training mentioned above as well as the client's clinician at Renaissance Ranch Outpatient.
- Contraband
 - Contraband is defined as any unapproved items, including, but not limited to, drugs, paraphernalia, alcohol, weapons of any kind, or any sort of stolen items.
- Suicide
 - If staff encounters a client presenting active or passive SI, they will immediately escalate the matter to the client's clinician at Renaissance Ranch Outpatient. Recovery Housing staff will continue to assess utilizing feedback from said clinician and their own CARF training.
 - Continued safety and care for clients is of utmost importance at Renaissance Ranch Recovery Housing.
- Mental Health Concerns
 - If a staff member observes any client displaying mental health concerns, including, but not limited to, hyper/hypo activity, manic episodes, or psychosis, the staff member will immediately notify the client's clinician at Renaissance Ranch Outpatient. Recovery Housing staff will continue assessing client by utilizing feedback from said clinician and by observing client in the residence and utilizing their CARF training.
 - If there are concerns with the client's mental health at Recovery Housing, said client will at least be at an Intensive Outpatient level of care. Concern in question will be escalated to the client's clinician. If after meeting with client and clinician there are still concerns of the mental state, the client will be referred out to a higher level of care or facility that is better equipped to address their mental health.
- Criminal Activity
 - Criminal activity of any kind, including, but not limited to, theft, possession of a controlled substance, under the influence of alcohol or drugs, violence, possession of contraband, will not be tolerated. When observed by staff, such activity must be documented, and the staff member will contact legally responsible persons and any applicable agency which may include law enforcement. Client will be discharged from Renaissance Ranch Recovery Housing.
 - If a client is assumed to be under the influence of drugs or alcohol, a drug test/breathalyzer will be administered on site. If the client is found to be

under the influence they will be asked and escorted off site to allow for the continued safety of the clients currently residing at Recovery Housing.

XV. FOOD SERVICE POLICY

- Renaissance Ranch Recovery Housing does not provide any food, nor does the staff prepare any food as part of their duties.
- Clients will be made aware, before admission, of their responsibilities related to food and food service.
- Renaissance Ranch Recovery Housing will provide occasional catered meals for clients.
- Facilities have one or more full kitchens with stove, counter space, refrigerator adequate for all of the clients' cooking and clean-up needs, plus adequate storage for all of the clients' food needs.
- All kitchen equipment is well maintained, clean and operational. Clients will be made aware, prior to admission, of their responsibilities related to the cleaning and operation of the kitchen area.
- Renaissance Ranch Recovery Housing provides a dining area separate from the kitchen and with enough seating to seat all clients on site. The dining space is clean, well maintained and in safe working order. Clients will be made aware, prior to admission, of their responsibilities related to cleanup and maintenance of the dining area.
- Renaissance Ranch Recovery Housing complies with all requirements of the local Health Department when clients consume food prepared by another individual.
- Clients are made aware, prior to admission, of their responsibilities related to the provision or preparation of food.

XVI. MEDICAL STANDARDS

- Renaissance Ranch Recovery Housing does not admit any client exhibiting symptoms of convulsion, shock, delirium tremens, or in a coma or unconscious state.
- Before admission, clients of Renaissance Ranch Recovery Housing are screened for Tuberculosis through a questionnaire approved by the local Health Department.
- All Clients and staff of Renaissance Ranch Recovery Housing provide current proof of negative test results for Tuberculosis and are tested annually.

- Renaissance Ranch Recovery Housing requires a minimum of 3 days between last use of any mind-altering substance and admittance into the program.
- If infectious disease or contagious outbreak is found in the home, clients will be immediately quarantined in the facilitated quarantine room of the house and if applicable DSHD will be notified.

XVII. RECOVERY HOUSING MEDICATION POLICY

- Renaissance Ranch Recovery Housing does not keep, store, or distribute any medications.
- Renaissance Ranch Recovery Housing will check any medications the client may have upon arrival.
- Renaissance Ranch Recovery Housing does not allow any narcotics or controlled prescriptions for any client.
- Clients are responsible for the safe and secure keeping of any medications they may have.
- Clients are required to keep medications locked up when they are not in use.
- If medications are found out in the open or if lost pills are found by staff members, the client will be given a write up.
- If the client obtains any new prescriptions during the course of their stay, they must notify the staff immediately.

XVIII. HAZARDOUS CHEMICALS AND MATERIALS

- Renaissance Ranch Recovery Housing provides safe storage for hazardous chemicals, materials and aerosols, including but not limited to poisonous substances, explosive or flammable substances, bleach and cleaning supplies.
- Renaissance Ranch Recovery Housing keeps the afore-mentioned chemicals and materials in their original packaging and follow the manufacturer's instructions printed on the label.

XIX. PERSONAL PROPERTY OF CLIENTS

- Renaissance Ranch Recovery Housing will note what items are brought into the house during the admit/move in time and have the client sign for what is moved into the home.
- Renaissance Ranch Recovery Housing will not store any personal property for any clients. Items left after any sessions will be stored in "lost & found" for sixty (60) days and then properly disposed of.

- Renaissance Ranch Recovery Housing will replace any stolen or damaged items during the time of the client's stay.

XX. TRANSPORTATION POLICY

- Renaissance Ranch Recovery Housing staff will not provide transportation for any client.
- If life threatening illness or injury, staff will call emergency services.
- If there is a scheduled activity off site, it will be the client's responsibility to transport themselves to and from said activity.
- There are no contracted transportation services related to Renaissance Ranch Recovery Housing.

XXI. GRIEVANCE PROCEDURE

At Renaissance Ranch Recovery Housing we are dedicated to the safety and satisfaction of our clients. We are an open book and hope that any client feeling as if they are being treated unfairly will follow the proper avenues to resolve the situation quickly.

WHAT IS A GRIEVANCE: A grievance is a formal complaint or expression about any issue that is thought to be unjust or unfair. Putting a grievance into writing is your right and it is a formal declaration that you wish to have a particular situation resolved.

You have the right as a client/staff to file an official grievance without fear of retaliation or unfair treatment resulting directly from the grievance. Renaissance Ranch Recovery Housing is committed to providing fair treatment of each client and to allowing each client to be heard.

STEP 1

- Discuss your grievance with the staff. It is preferred that you discuss the grievance directly with the staff involved in the situation if your grievance is with a staff member.
- If an appropriate solution is not found, you will then contact the Recovery Housing director by phone.
- STOP, if the issue has been resolved. If not, proceed to step 2.

STEP 2

- Request an official grievance form from a staff member. (If you are a staff member, get a grievance form from the Executive Director. If your grievance is toward the Executive Director, get your form from the Clinical Director).

- Fill the form out, describing the situation in detail, the people involved, and the solution that you feel is fair for that particular situation.
- Submit the form to the Recovery Housing Director or call the Recovery Housing Director to schedule a meeting.
- The grievance will be submitted to the Executive Director if the Clinical Director is involved in the grievance. The Executive Director (or Clinical Director, as appropriate) will conduct a meeting with the client or staff member who has filed the grievance and try to resolve the issue.
- If the client staff member is comfortable sitting down with the subject of the grievance, then a meeting will be scheduled and mediated by the Executive Director (or Clinical Director, as appropriate).

STEP 3

- Report the grievance (if applicable, combined with a critical incident completed by staff) to the Utah office of licensing in charge of providing the license to Renaissance Ranch Recovery Housing.

XXII. PERSONNEL AND STAFF ADMINISTRATION

The following rules are deemed as appropriate by Renaissance Ranch Recovery Housing.

A. Rules of Conduct

- All staff members:
 - Will be clean of any alcohol, mind altering drugs, coffee or tobacco;
 - Will have a minimum of 1-year continuous sobriety as reviewed by the Recovery Housing Director;
 - Will keep confidential all information and programming as they are the proprietary information of Renaissance Ranch Recovery Housing and are not to be utilized outside of this program;
 - Will not exceed the bounds of their individual licensure;
 - Will treat clients with love, dignity, acceptance, and respect;
 - Will be on time for all staff and client meetings;
 - Will maintain client confidentiality;
 - Will not engage in any type of inappropriate relationship with any clients, including, without limitation, any intimate or sexual relationships;

- Will adhere to all precepts of the Ethics Code;
- Will adhere to all Federal, State, and Local laws;
- Will not inflict intentional mental or physical abuse as well as chemical or physical restraint on clients (except as permitted when client's behavior endangers self or others);
- Will fully inform the client of his/her legal, medical, and clinical status;
- Will provide equal treatment and opportunity regardless of race, color, creed, religion, handicap, disability, etc.;
- Will voice grievances directly to management without fear of reprisal;
- Will not engage in any form of sexual or personal harassment per Federal, State and Local laws. This includes any inappropriate remarks, innuendoes, or gestures, and or touching of self or others;
- Will wear collared or turtleneck shirts during working hours;
- Will report grievances through lines of authority according to the policies set forth;
- Will complete orientation and regular reoccurring training as required regarding the rules of conduct, sexual harassment, personal harassment, etc.;
- Will participate in Performance Reviews at least once annually;
- Will be subject to a background check;
- Will not have a past or current felony conviction. If employee does have a past conviction, hiring will be contingent on review of Recovery Housing Director;
- Will be subject to a six-month probationary period;
- Will not exceed their expertise of their qualifications;
- Will complete and have current first aid and CPR training within 2 months of initial date of employment;
- Will have read, understand, and follow a signed copy of the current DHS Code of Conduct; and
- Will not handle any medical or practice items in or outside of the facility. Renaissance Ranch Recovery Housing's policy is to refer clients to their personal Doctor or other physicians or clinics if necessary;

If staff fails to comply with the above rules of conduct, it will be deemed inappropriate behavior, and the following corrective actions will be taken (as appropriate, depending on the repetition and/or severity of the offence).

- Verbal Warning
- Written Warning
- Termination

B. Restraint Policy

It is the policy of Renaissance Ranch Recovery Housing that devices and/or restraints will not be used as a means of therapeutic intervention.

- PROCEDURE: During the initial hiring phase, staff shall be notified that Renaissance Ranch Recovery Housing does not use restraints as a means of therapeutic intervention. If a client poses an imminent risk to themselves or others, Renaissance Ranch Recovery Housing employees will call 911 and continue to attempt to de-escalate the situation without using any restraint.

C. Seclusion Policy

- Renaissance Ranch Outpatient does not practice seclusion.

D. Lines of Authority

- The proper lines of authority are:
 - House manager > Recovery Housing Director > Owner/CEO

E. Performance Reviews

- Performance reviews will be conducted in conjunction with the yearly Renaissance Ranch Outpatient performance reviews. See Outpatient files for these documents.

XXIII. NON-DISCRIMINATION POLICY

Renaissance Ranch Recovery Housing does not discriminate.

- Discrimination is defined as the unjust or prejudicial treatment of different categories of people or things, especially on the grounds of race, age, or sex.
- Abuse is defined as cruelty or violence to a person.
- Harassment is defined as words or behavior that threatens, intimidates, or demeans a person. Harassment is unwanted, uninvited, and unwelcome and

causes nuisance, alarm, or substantial emotional distress without any legitimate purpose.

- Abuse, discrimination, harassment can be physical, mental, emotional, or psychological and will not be tolerated.

A. Sex/Gender Policy

- Renaissance Ranch is an all-male facility where we admit clients based off sex/gender identifying as male. Desired nouns and descriptions for each male client are discussed during our intake assessment.
- Clients are encouraged to involve staff when abused, discriminated against, or harassed.

B. Sex/Gender Based Harassment

- Is defined as any verbal, written or non-verbal action taken against or toward someone based on their sex or gender.
- Staff will recognize harassment, abuse, and discrimination based on the annual CARF approved training.
- Staff will complete CARF approved training located in our staff training portal at least annually, beginning with their initial date of hire. Such training includes CARF approved training on non-discriminatory actions/communication based on gender, race, sex, color, creed, gender identity, sexual orientation, religion, and national orientation. Staff will also be trained and educated on anti-trauma care during their CARF approved staff training.
- Clients and staff are encouraged to file a grievance and involve staff if they perceive discrimination or abuse of any kind. If a staff member is the perpetrator of alleged abuse or harassment, the clients are instructed to report the situation to the Executive Director of Renaissance Ranch, Tyson Dixon, who can be reached at (801) 860-0118.
- If a client is found noncompliant with the above, staff will address clients involved to resolve the issues. Staff will conduct a client meeting to try and rectify the alleged harassment or abuse. If conduct continues or is not resolved, the perpetrating client will be discharged from the program with (3) referrals.
- If staff are found in non-compliance with any of the above, corrective action will be taken. Verbal warning, written warning, and possible termination.

C. Sexual Harassment Policy

[Text of Sexual Harassment Policy is on the following page]

RENAISSANCE RANCH RECOVERY HOUSING
CLIENT SEXUAL HARRASSMENT POLICY

It is the policy of Renaissance Ranch Recovery Housing that all clients are held responsible for ensuring that the Recovery Housing is free from sexual harassment. Because of Renaissance Ranch Recovery Housing’s strong disapproval of offensive or inappropriate sexual behavior, all clients must avoid any action or conduct, which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly to some term or condition pertaining to Renaissance Ranch Recovery Housing; (2) submission to or rejection of the harassment is used as the basis for some term or condition pertaining to Renaissance Ranch Recovery Housing affecting the individual; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual’s Recovery Housing or creating an intimidating, hostile, or offensive living environment.

Any client who has a complaint of sexual harassment at Recovery Housing by anyone, including staff, roommates, and/or house mates, should first clearly inform the harasser that his behavior is offensive or unwelcome and request that the behavior stop, if the behavior continues, the client must immediately bring the matter to the attention of staff. If the immediate staff is involved in the harassing activity, the violation should be reported to that supervisor’s immediate supervisor, or the Executive Director, Tyson Dixon at (801) 860-0118.

If a supervisor or staff member knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harasser is an employee and involves any type of threat of physical harm to the victim, the alleged harasser may be suspended with pay. If the alleged harasser is a client, the client may be suspended and temporarily removed from the premises. During such suspension an investigation will be conducted by Renaissance Ranch Recovery Housing. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include discharge or termination from Renaissance Ranch Recovery Housing. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including discharge or termination from Renaissance Ranch Recovery Housing.

Printed Name

Signature

RENAISSANCE RANCH RECOVERY HOUSING
STAFF SEXUAL HARRASSMENT POLICY

It is the policy of Renaissance Ranch Recovery Housing that all staff are held responsible for ensuring that the Recovery Housing is free from sexual harassment. Because of Renaissance Ranch Recovery Housing’s strong disapproval of offensive or inappropriate sexual behavior, all clients must avoid any action or conduct, which could be viewed as sexual harassment.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature, when: (1) submission to the harassment is made either explicitly or implicitly to some term or condition pertaining to employment; (2) submission to or rejection of the harassment is used as the basis for some term or condition pertaining to the individuals employment advancement opportunities; or (3) the harassment has the purpose or effect of unreasonably interfering with an individual’s employment or creating an intimidating, hostile, or offensive living environment.

Any employee who has a complaint of sexual harassment at Recovery Housing by anyone, including other staff or clients, should first clearly inform the harasser that his behavior is offensive or unwelcome and request that the behavior stop, if the behavior continues, the employee must immediately bring the matter to the attention of their supervisor. If the immediate supervisor is involved in the harassing activity, the violation should be reported to that supervisor’s immediate supervisor, or the Executive Director, Tyson Dixon at (801) 860-0118.

If a supervisor or staff member knows of an incident of sexual harassment, they shall take appropriate remedial action immediately. If the alleged harasser is an employee and involves any type of threat of physical harm to the victim, the alleged harasser may be suspended with pay. If the alleged harasser is a client, the client may be suspended and temporarily removed from the premises. During such suspension an investigation will be conducted by Renaissance Ranch Recovery Housing. If the investigation supports charges of sexual harassment, disciplinary action against the alleged harasser will take place and may include discharge or termination from Renaissance Ranch Recovery Housing. If the investigation reveals that the charges were brought falsely and with malicious intent, the charging party may be subject to disciplinary action, including discharge or termination from Renaissance Ranch Recovery Housing.

Printed Name

Signature

D. Job Descriptions

- Recovery Housing director: 5 years' experience in Recovery Housing management and/or SUDC or master's level license.
 - Search out new properties for potential Recovery Housing homes;
 - Obtain and maintain state and city licensing;
 - Manage staff;
 - Provide on-going training for staff members;
 - Handle conflicts between staff and clients;
- House Manager: Minimum high school diploma
 - Daily check-ins;
 - Conflict resolution between clients;
 - Verify daily and weekly chores have been completed;
 - Check on curfew requirements;
 - Oversee rules and rule implementation; and
 - Maintain paperwork in client files.

XXIV. TRAINING

Staff are trained in the policies and procedures of the program, case management, proper paperwork completion and filing, services, and discharge. Ongoing training will be provided for staff at weekly staff meetings. All staff of Renaissance Ranch Recovery Housing will comply with and be certified under the CARF approved training.

Additionally, all staff:

- Will be given a 2-week training period by appropriate staff members that is equal to a minimum of 40 hours.
- Agree to maintain a copy of and adhere to this Renaissance Ranch Recovery Housing Policies and Procedures manual.
- Agree to complete your CARF approved training on the initial date of hire.
- Agree to renew your CARF approved training annually.
- Training will include SUD curriculum.

- Training will include emergency overdose response.
- Training will include recognition of and response to drug-related activities.

A. Behavior management policy

- Behavior management
 - Inappropriate behavior is defined as: “not suitable or proper in the circumstances.”
 - Appropriate behavior is defined as: suitable and supportive of the program rules and align with the values and purpose of Recovery Housing.
 - When staff encounter appropriate behavior, it will be verbally noted and supported. When staff encounter inappropriate behavior, they will 1) address the behavior with the client directly to bring awareness to behavior, 2) if client refuses to re-align behavior to match what is expected, a write up will be given noting the date and behavior in question, and will be signed by staff and client, and 3) the write up will be filed in the client’s file and held according to Renaissance Ranch Recovery Housing’s document retention policy.
 - When a client leaves the program without permission staff will adhere to the following procedure: 1) call the client directly to attempt to gather information to see if the client’s intent is to permanently vacate the premises, 2) attempt to route the client back to Recovery Housing, 3) if the client does not come back when prompted by staff, staff will write the client up, noting the infraction details, day and time of occurrence and file it in the client’s file which will be held according to Renaissance Ranch Recovery Housing’s document retention policy.
 - Staff will emphasize building positive relationships with people served and between other staff members.
 - To the extent possible, staff will empower persons served to manage their own behavior.

B. DOCUMENT AND FILE MAINTENANCE

Staff with understand, carry out, and maintain files of the following:

- Client leaving against clinical/staff recommendations;
- Employee rights;

- Client rights;
- Job description;
- Grievance policies;
- Rights of people with disabilities;
- Proprietary information;
- Employee code;
- Applicable credentials or certification including, but not limited to, CPR and first aid training;
- Training record;
- Annual performance reviews;
- I-9 immigration form; and
- Completed application for employment.

XXV. EMERGENCY PROCEDURES AND UNIQUE CIRCUMSTANCES

- A.** Renaissance Ranch Recovery Housing has a written plan of action for disasters and casualties to include the following:
- Designation of authority and staff assignments.
 - Plan for evacuation.
 - Transportation and relocation of clients when necessary.
 - Provide 24-hour telephone service.
 - First-Aid kits are in each Recovery Housing home.
 - Firearms or ammunition of any kind are not allowed on the premises of any Recovery Housing home, including client's personal vehicles.
- B.** Infectious Disease
- All employees and volunteers of Renaissance Ranch Recovery Housing will be trained in the policies and procedures in the prevention or control of Infectious Disease. These policies and procedures include, but are not limited to, seminars, certification, and ongoing training in accordance with local, state and federal health standards. They are as follows:

- Precautions are to be taken at assessment, without discrimination, to become aware of any infectious disease.
- Clients will be informed not to attend group or counseling sessions if sick or ill.
- All staff will be informed and take necessary precautions depending on the type of disease and customary precautions required.
- Staff or clients will not be exposed to open needles.
- Disinfectant soaps will be utilized in all public areas.
- If an infectious disease is found within the Recovery Housing home staff will assist client(s) in transitioning out of the home.
- When applicable UHD, CDC, and local agencies will be notified.
- When applicable, Recovery Housing home will be quarantined and excised of the infectious disease by professional cleaners.

C. Evacuation Procedures

- Fire
 - Person Discovering the Fire:
 - Restrain the fire (shut door, etc.).
 - Remove the fire extinguisher from its compartment and stifle the fire (if doing so would not endanger you or others).
 - Evacuate the building.
 - Meet at safety point and account for all clients.
 - Call 911.
 - Staff:
 - Immediately call 911.
 - Take the house and sign out rosters to the safety point at the front of the building.
 - Verify that all clients and staff are accounted for.
 - Notify up the chain of command.

- Do Not Re-Enter the building until told to do so by staff or fire department personnel.
- Other Disasters
 - Use your best judgment to address the safety of all staff and clients.
 - Evacuate Recovery Housing home when appropriate.
 - Shelter in place when appropriate.
 - Under all emergency and disaster circumstances:
 - Verify that all clients and staff are accounted for.
 - Identify and continue to provide essential services.
 - Notify appropriate authorities (i.e., law enforcement, fire department, EMT, etc.).
 - Notify up the chain of command.



RECOVERY HOUSING

RULES

I AGREE TO LIVE UP TO THE FOLLOWING STANDARDS AND RULES SET FORTH BY RENASSIANCE RANCH RECOVERY HOUSING, INCLUDING THE SCHEDULE THAT HAS BEEN PROVIDED:

GENERAL

1. Clients will remain sober from drugs, alcohol, and all mind-altering substances. Failure to do so will result in discharge from the home.
2. Clients will abstain from bringing any alcohol, drugs, or mind-altering substances, including any contraband, onto the property.
3. Clients will respect the facility by keeping common areas clean, reporting any damage to the facility, and reporting any suspicious behavior from clients, staff or otherwise. There is **zero-tolerance** for destruction of property.
4. No weapons are allowed on the property.
5. No visitors are allowed on property **without prior approval**. Under no circumstances are females allowed on the property in a casual manner unless it is a relative of a client.
6. Clients are personally responsible for any lost or stolen property. Staff of Renaissance Ranch Recovery Housing will do their due diligence in investigating theft, but clients are encouraged to secure valuables in a place where only they have access. One safe or one locked storage will be provided for each client.
7. Clients will adhere to a **zero-tolerance** theft policy. Taking food without asking permission is considered theft. Clients will be asked to leave immediately if they are caught stealing.
8. Clients will not lend any items or borrow any items from other clients.

9. Violence of any kind is prohibited. Clients will be asked to leave immediately if they engage in any physical altercation or any other action that staff deems unnecessary physical contact.
10. Any client with medications will make the staff aware before moving into the facility. Any prescriptions obtained after moving in will be brought to the attention of staff immediately.
11. Staff reserves the right to search the clients' belongings, including cars, at any time.
12. Clients are responsible for obtaining their own food.
13. Renaissance Ranch Recovery Housing does not provide any transportation for clients.
14. Renaissance Ranch Recovery Housing does not provide food for clients.
15. Medications are to be kept in a locked storage that can only be accessed by the client owning such medications.
16. Honesty and a genuine desire to recover are required to live in the home. Any dishonesty or manipulation is grounds for immediate discharge. Any client that does not disclose to staff the dishonesty or manipulation of another client; or any drug or alcohol use of another client will be discharged.
17. Clients' bedrooms must always remain clean.
18. Clients are not permitted to have any overnight guests under any circumstances.
19. There is **zero tolerance** for sexual activity of any kind between clients. There will be no flirting, sexual remarks, or sexual harassment.
20. Pornography is not allowed at Renaissance Ranch Recovery Housing. Clients agree that they will not view sexually explicit pictures, magazines, reading materials, tv shows, or movies at Recovery Housing.
21. Staff reserves the right to discharge clients at any time for any reason.
22. Clients cannot be picked up from the house unless approved by staff.
23. If an unapproved person picks up a client from the house the client will be subject to discharge.
24. Clients are responsible for picking up their possessions within 1 week of discharge. If possessions are not picked up, they will be donated.
25. There will be no smoking in the residence at any time in accordance to the Utah Clean Air Act.

PROGRAM

26. Clients are required to attend a minimum of seven approved 12-step meetings per week. Clients who are attending an Outpatient Program (IOP) may count their IOP group meetings toward their meeting attendance requirement as long as the IOP is based in the 12-steps.
27. Clients will keep and maintain meeting verification sheets, which must be presented to staff on a weekly basis.
28. Clients are required to sleep at the Recovery Housing every night unless prior approval has been obtained through staff.
29. Overnight forms are required to be submitted before any overnight pass is to be approved.
30. Clients are **required to check in and out on the check in form each time they leave the property or return home** to the property.
31. Clients are subject to random drug testing. Drug testing will take place a minimum of twice per week.
32. Any missed or diluted drug tests will be counted the same as a positive result.
33. Positive drug test results, or diluted/missed tests, will result in an immediate discharge from the program.
34. Clients will not spend excessive time around the house watching TV or otherwise being inactive.
35. A daily chore will be required of all clients. Chores will rotate weekly. Chores are **required on a daily basis**.
36. Clients will receive write ups for missing curfew, missing daily chores, not meeting weekly 12-step requirements, persistent uncleanliness, leaving things out, etc. This list is non-exhaustive and may include anything the staff deems a sufficient basis for being written up.
37. If a client receives 5 write-ups they are subject to discharge from the home.
38. **Write ups may be worked off** by performing an extra chore to be decided by a staff member and signed off by the staff member and the client.
39. **If a client is discharged from any Renaissance Ranch aftercare or Outpatient Program, they will be immediately discharged from Renaissance Ranch Recovery Housing.**

SCHEDULE

Phase I

40. Clients will remain in phase I upon arriving until they obtain employment, are progressing in the steps and are current in their aftercare or Outpatient program.
41. Clients must have a home group before moving to phase II.
42. Clients in phase I will be awake and out of bed, with their beds made, by 9 am on weekdays and 10 am on weekends.
43. Clients in phase I must be out of the house looking for a job or at home looking for a job until 5:00 pm.
44. Clients in phase I will be home by 11:00 pm on weekdays and midnight on weekends.
45. Clients in phase I will have their daily chore completed within 1 hour of waking up daily (i.e., 10:00 am on weekdays and 11:00 am on weekends).
46. Clients on phase I will not be allowed to have overnight passes.
47. Clients must be working the steps with a sponsor or recovery coach to move to phase II.
48. There must be a unanimous vote in a house meeting from peers for clients to move to phase II.

Phase II

49. This is our new life with new goals and aspirations. Sleeping all day does not fall into our plan for a daily spiritual reprieve. **All clients** in phase II are required maintain morning wake up and chore requirements.
50. Clients that have moved to phase II will be able to stay out until midnight on weekdays and until 1:00 am on weekends.
51. Staff reserves the right to restrict the curfew of any client for any reason.
52. Staff reserves the right to drop a client to phase I at any time for any reason.

All Clients, Regardless of Phase

53. Check in with the designated staff member every day by phone or in person.
54. There will be a **mandatory** house meeting on Thursday nights at 9 PM.
55. All clients are required to check in with staff on a daily basis.

- 56. **If a client fails to check in with staff for 48 hours or more, they will be discharged, and their bed will be filled.**
- 57. **All clients will deep clean each Sunday at noon or when the client is available.**

By signing below, you acknowledge that you have read, understand, and agree to the Renaissance Ranch Recovery Housing Rules.

Printed Name

Signature

Date



RECOVERY HOUSING

CLIENT RIGHTS

Each Renaissance Ranch Outpatient Treatment client has the right to:

1. Be treated with love, dignity, acceptance, and respect by staff and other clients.
2. Be fully informed of his/her rights.
3. Be fully informed of any changes or fees associated with Renaissance Ranch Recovery Housing.
4. Be involved as much as possible in his/her own housing circumstances.
5. Refuse to be involved in any experimental research or treatment.
6. Be given advance notice of any pending discharge and reasons thereof.
7. Be free of intentional mental or physical abuse as well as chemical or physical restraint. (Unless client is posing risk to self or others)
8. Be assured that any information contained in his/her record will not be released to any outside agency(s) or individual(s) without the client's written authorization.
9. Have reasonable access to a telephone.
10. Communicate with whomever he/she chooses as long as such communication does not violate Renaissance Ranch Recovery Housing policies and procedures or court instructions.
11. Be fully informed of his/her legal and medical information.
12. Examine his/her file to the extent permitted by Renaissance Ranch Recovery Housing policy and with a staff member present.
13. Receive equal treatment and opportunity regardless of race, color, creed, religion, handicap, disability, etc.

14. Voice grievances directly to a member of management, counselor, or other Renaissance Ranch Recovery Housing staff without fear of reprisal.
15. Be given a copy of his/her rights if requested.
16. Be given reasons for involuntary termination, an opportunity to state their view and the criteria for readmission into the Recovery Housing program.
17. Be protected from harm or acts of violence.
18. Be assured that the rights of smokers and non-smokers comply with the Utah Clean Air Act.

CLIENTS ARE ENCOURAGED TO REPORT ANY OFFENSES OF THESE RIGHTS TO THE CLINICAL DIRECTOR.

By signing below, you acknowledge that you have read, understand, and agree to the Renaissance Ranch Recovery Housing Client Rights.

Printed Name

Signature

Date

RENAISSANCE RANCH RECOVERY STAFF SIGNATURE:

By signing below, you acknowledge that you have read, understand, and agree to the complete policies and procedures of Renaissance Ranch Recovery Housing set forth herein.

Employee Printed Name

Employee Signature

Date

VERIFICATION

Representative Printed Name

Representative Signature

Date