



*** Note: At this time, we are accepting only Fayette County court-ordered clients, walk-in homeless clients and Department of Corrections clients for the recovery program.**

RECOVERY PROGRAM INFORMATION AND REFERRAL FORM

Please share the attached information with the client. Before the client comes here he should know that the program is 4-6 months in length and that he may not work until after graduation from the program. The Hope Center is also a homeless shelter. All clients begin program classes in the original building and will be moved to the new Privett Recovery Center after having reached Phase I. We have 5 other programs in addition to the recovery program and the shelter.

Some of the requirements for this program are the following:

- ◆ **Clients must be male and over the age of 18.**
- ◆ **Clients must be homeless or marginally housed.**
- ◆ **Clients must express a desire to stop their substance abuse.**
- ◆ **Client must be medically sound and appropriate for this center (If there is any question this is determined by our nurse practitioner).**
- ◆ **Clients are responsible for their own transportation to outside appointments, including court dates.**
- ◆ **Clients must bring at least a 1-month supply of any medication they are prescribed. They may not take narcotic medications.**

HOPE CENTER RECOVERY PROGRAM:

MOTIVATION TRACK:

Clients enter the recovery program at the Motivational Track level. There are two levels, MT I and MT II. During this part of the program, clients must show motivation by going to meetings. Client progress is determined by the number of meetings the client attends. Clients attend classes within the recovery program as well as outside A.A. and N.A. meetings.

Motivational Track classes are held Monday thru Thursday:

- * 10 am classes at Grace Baptist Church (.8 miles from the HOPE CENTER), Monday thru Thursday.
- * 1pm class Tuesday-Thursday in the HOPE CENTER cafeteria.
- * Open class for the entire program is held Monday thru Friday at 3pm in the Privett Center cafeteria.
- * Motivational Track community is held each Friday at 9 am in the HOPE CENTER cafeteria.
- * Each client is required to attend the HOPE CENTER in house A.A. meeting that meets Monday Wednesday and Friday at 6:30 pm in the Privett Center cafeteria.

Motivational Track clients receive a bed as they become available based on the total number of meetings and classes the client has attended.

PHASE I:

- ❖ Recovery Dynamics classes are held for one hour on every Monday through Friday at 10 am and 3 pm.
- ❖ Community meetings are held on Mondays and Fridays at 9am and on Wednesdays at 2pm.
- ❖ AA Open Discussion meetings are held on Tuesdays and Fridays at 7pm in the HOPE Center cafeteria.
- ❖ Recovery program clients must attend AA Speaker meetings. Otherwise they may leave the center at 4pm on weekdays and any time on Saturdays and Sundays, if not on property restriction.
- ❖ Maximum number of participants is 32.
- ❖ 4 stages of classes:
 1. Problem
 2. Solution
 3. Action I
 4. Action II
- ❖ Sign contract of commitment to 4-6 months.
- ❖ Curfew is at 10:30pm, 7 days a week.
- ❖ Reside in semi-private rooms at the Privett Center.
- ❖ Attend at least 1 AA/NA meeting and 2 classes per day. Classes held in the cafeteria along with 3 community meetings per week.
- ❖ The community holds each member accountable for inappropriate behaviors and addresses such behaviors by recommending consequences.
- ❖ The men govern themselves by electing supervisors who oversee tasks that assist in the daily operation of the center.
- ❖ Work in one of the following position: (supervisors are elected by the clients)
 1. Laundry;
 2. Maintenance;
 3. Clothing;
 4. Security
 5. Kitchen;
 6. Dorm Master
- ❖ Completion of Phase I involves 90 AA/NA meetings, 50% of which should be found in the community, completion of 28 Recovery Dynamic classes, having found an active AA/NA sponsor relationship and completion of a Petition for Graduation.
- ❖ At this stage, the client would have also completed the 12 Steps of AA.
- ❖ In order to be in compliance of Phase I, clients must remain 30 days in the center following graduation for after care services. This greatly increases the probability of staying sober.
- ❖ After Completion of Phase I, clients have the option of going on to Phase II or becoming Assistant Staff.

PHASE II:

- ❖ Curfew at 11pm Sunday through Thursday and 1am on Fridays and Saturdays.
- ❖ Will reside at the Privett Center in semi-private rooms.
- ❖ Continue with 12 Step meetings, classes and community meetings.
- ❖ Deal with other issues: legal, financial, family, disability, etc...
- ❖ Work with counselors in developing marketable skills and in finding permanent employment.

ASSISTANT STAFF:

- ❖ Continue participation in the recovery community.
- ❖ Teach phase I class.
- ❖ No curfew after the first 90 days.
- ❖ Relapse prevention "after care" group.

- All clients in the motivational track and in the recovery program that do not have a high school degree or GED must either attend GED classes or work with a reading tutor. GED classes are on Tuesday and Thursday from 6:30-9pm. These classes are taught by Adult Education.

FEES

Clients with legal involvement or legal issues in Fayette County must pay a \$600 program fee. **(This fee arrangement does not apply to DOC (Department of Corrections) clients.)**

Definition of legal involvement or legal issues:

- Clients that are court-ordered to complete the program.
- Clients that are being released from jail only if they enter a substance abuse program.
- Clients that are being shock probated to go into a substance abuse program.
- Clients that are having their sentencing delayed while they enter and complete a sub. ab. program.
- Clients whose sentences are reduced if they enter and complete a substance abuse program.
- Clients referred by or having any involvement with drug courts, lawyers, judges, and probation or parole officers must pay a program fee. Any involvement of the legal system in any capacity in the client's case indicates that the client must pay a program fee.
 - If the client comes here of his own accord with no legal issues that are tied to this program in anyway, then no staff member in this facility will confirm or deny the client's presence here or participation in the program – in any form, written verbal, fax or email. He will be given a certificate of completion at the Phasing ceremony.

* The fee must be paid up-front (at the time of or before intake) and is non-refundable.

* Clients that receive a regular income in the form of entitlements (SS, SSI, SSDI, retirement, pension, insurance payments...) must pay \$5 per night program fee for any Hope Center program. In the case of court-ordered clients, this is in addition to any applicable fee.

Transportation to court appointments is not available through the Hope Center. Clients are responsible for making their own arrangements to and from court. Clients must request a pass from staff to leave and attend court appointments.

Clients with legal involvement or legal issues are required to complete Phase I only. The average time of completion is between 4 and 6 months. Staying in compliance with Phase II is optional but recommended. If a court wants a client to be ordered to complete Phase II, this must be specified in the court order.

All referrals must be made through the intake coordinator prior to sending the client.

Contact Amber or Ellen. Phone: (859) 252-7881 or Fax: (859) 255-0749

(Note * Three to 4 weeks into the program you will be required to pay a \$10.00 fee for a Criminal Background Check. Please bring your Social Security card (or copy of) and a valid state ID. If you don't have a current state ID you will be asked to provide \$13.00 so that we can assist you in getting one. We do accept non-expired ID's from other states.)

- ❖ The admittance time must be scheduled ahead of time with the Intake Office. Recovery clients are scheduled to arrive Mon – Thu and must arrive by 11 am.
- ❖ Men in our recovery program do have very structured lives but they can leave the program at any time. This facility is not locked and is not a halfway house.
- ❖ If someone needs to be notified if the client leaves the program then this needs to be made clear in writing and the name of the person to be notified needs to be added to the release of information on our intake form.

HOPE Center / 360 West Loudon Ave. / Lexington, KY 40508 / 859-252-7881 / fax 859-255-0749
Amber Cronen, Intake Coordinator or Ellen Wieger, Assistant Intake Coordinator



Referral Form

Date of Application: _____

1. Name of person being referred: _____
 2. Current place of incarceration or hospitalization: _____
 3. How long has the person been at this facility? _____
 4. Including other facilities – How long has this person been incarcerated (total) on this conviction(s)? _____
 5. Social Security #: _____ - _____ - _____
 6. Date of Birth: _____
 6. Convictions leading to incarceration: (attach a sheet if needed) _____

 7. Summary of Prior record: (attach a sheet if needed)

 - 7a. Have you ever been charged with or convicted of arson or a sex crime? YES _____ NO _____
 8. Any history of substance abuse?(specify & explain) _____

 9. Any history of mental health issues, diagnoses or medication? (Specify & explain) _____

 10. How is the general health of the client? Good _____; Fair _____; Poor _____
 11. Briefly describe any health or medical issues: _____

 12. Is the client taking any medications? If so, list: _____
If the client is taking medication, they MUST bring a 2-week supply with them.
 13. Is the client able to walk 1 mile to class? _____
 14. Is the client able to get up and down off of a mat on the floor? _____
- PLEASE NOTE: IF THE CLIENT IS EMOTIONALLY OR MENTALLY OR PHYSICALLY NOT COMPETENT TO COMPLETE THIS RECOVERY PROGRAM. WE WILL REFER (send) THE CLIENT BACK TO THE REFERRAL SOURCE.

15. BirthPlace: _____

16. Place of residence prior to incarceration: _____

17. Are there any ties to the Lexington/Fayette county area? (explain) _____

18. Briefly describe the client's family situation: _____

19. Does the client have an income? YES or NO; If yes, What is the source and the amount? _____

All clients with legal issues are required to pay a program fee. Clients that receive entitlements must pay rent (\$5 per night)

20. Does the client own or lease any property? _____

21. Briefly describe the client's interaction and general behavior while at this facility:

22. Highest grade of education completed prior to incarceration: _____

23. Is the client able to read and write? Describe the approximate level of literacy skills: _____

24. List any educational or vocational training or programs completed while incarcerated: _____

25. When is the client going to be released? _____

26. Will the client have served out or will he be on parole? _____

27. Will the client be court-ordered to complete a program? Are there any legal issues? Will there be any stipulations or requirements for this person? If so list below and/or attach any documents explaining the requirements. (Attach separate sheets if needed)

28. What are the client's needs in placement and goals for the future? _____

Name and position of person filling out this form, and contact person, if different: (include phone #'s)

Agreement to Pay Fee

I understand that there is a program fee. Fees are based on the location of the legal issues: * *Fayette County cases - \$600*

I agree to pay this fee at the time I enter the program or before I arrive. I understand that I will not be admitted if this fee is not paid at the time of intake. This fee is not refundable. Your fee must be paid when you check-in or before.

* Clients that receive a regular income in the form of entitlements (SS, SSI, SSDI, retirement, pension, insurance payments...) must pay \$5 per night program fee for any Hope Center program. In the case of court-ordered clients, this is in addition to any applicable fee.

You may pay via cash, certified check, and money order. Checks are payable to the Hope Center.

Name: _____ County: _____

Attorney: _____ Phone: _____

AND/OR

Probation Officer: _____ Phone: _____

Presiding Judge: _____ Phone: _____

CLIENT
SIGNATURE: _____ Date: _____

Amber Cronen: Intake Coordinator/Assistant Program Director
OR

Ellen Wieger: Assistant Intake Coordinator
HOPE Center
360 West Loudon Ave.
Lexington, KY
40508

Phone: 859-252-7881 (ext 3005) or (ext 3019)
Fax: 859-255-0749

NOTE: CLIENTS WITH LEGAL ISSUES MUST ARRIVE BY 11 AM ON THE DAY THEY ARE SCHEDULED.

Arrange this with the jail ahead of time, if the client is coming directly from jail.

*** To be eligible for our program you must answer "yes" to at least one question in Section A, and "no" to both questions in Section B. (this is for per funding guidelines)**

**HOPE CENTER TRANSITIONAL HOUSING PROGRAM
HOMELESS VERIFICATION FORM**

CLIENT NAME: _____

This form insures that without assistance from the Transitional Housing Program, the client would be forced to sleep in a shelter or on the street (places not meant for human habitation).

SECTION A:

Is this client from a shelter facility? YES _____ NO _____

Has this client been sleeping on the streets or in a place not meant for human habitation?
YES _____ NO _____

Without assistance, will this client be forced to sleep in one of the above places (for example: being evicted ejected by family, leaving hospital, jail etc.)?
YES _____ NO _____

////////////////////////////////////

SECTION B:

Does this client have the financial resources to acquire housing on their own?
YES _____ NO _____

Does this client have family or friends to stay with? YES _____ NO _____

DESCRIPTION OF CIRCUMSTANCES (to be completed by client):

(Continue on back as necessary)

Client Signature

Date

Staff Signature

Title

Date

What to Bring:

- One month supply of any prescribed medication. (non-narcotic only)
- If you smoke cigarettes, bring your own supply.
- Duffel bag or backpack to hold your belongings.
- Casual, comfortable clothing – at first just bring a few changes of clothing until you have a locker, then you can bring more belongings.
- Money:
 - If you are court-ordered bring your court-ordered fee.
 - If you receive entitlements (Social Security, Disability, SSI...) you will be charged \$1 a night while you are sleeping on the floor and \$5 a night when you are in a bed.
 - The YMCA across the street allows program clients to work out and play basketball there for \$53 for 3 months, pro-rated for the 1st month (up to \$60).
 - We have candy and soda machines in the building.
- No cell phones, radios until you get into Phase II.
- You may want to get a phone card if your family/loved ones live in another town.

Other Information:

- ◆ Visiting hours are 5pm-7pm, 7 days a week.
- ◆ If you are court-ordered, when you arrive, you will be on a 30-day property restriction. If your family wants to visit, this can be done at the center during this time, from 5-7pm.
- ◆ We will not give out any information to anyone unless they are on your release of information form. Example: Even if your mom is with you during intake, once she leaves we will not even acknowledge that you are here, unless you have listed her on your release of information.
- ◆ Note: If you are court-ordered you are required to list your attorney, the judge, probation officer and/or any one involved in your legal case that will need to be notified of your status here.
- ◆ The complete program is 4-6 months long and is full-time.
- ◆ You may not work while you are in the program.

