

Allegany Council on Alcoholism & Substance Abuse, Inc  
3084 Trapping Brook Rd. | Wellsville, NY 14895  
585-593-1920 · Fax 585-236-8985

**Trapping Brook Reintegration  
Scatter-Site Program  
Agreement & Rules**

Memorandum of understanding between Allegany Council on Alcoholism & Substance Abuse, Inc. (ACASA) and Scatter-Site Resident. This agreement is for the provision of living space as part of the Scatter-Site program at 119 North Brooklyn Ave. or 130 East State Street, Wellsville, NY. ACASA holds the primary lease for this property and the client will sub-lease a portion of an apartment. As the primary lease holder, ACASA staff have the right to enter and search the premises for any violation of program rules. The Landlord has been notified of this arrangement and is fully aware of the program ACASA operates at this address.

ACASA is responsible for the following:

1. Will pay the landlord directly.
2. Responsible for all utilities, basic cable, and basic local phone service.
3. Provide Case management services.

Resident is responsible for the following:

1. Pay monthly rent directly to ACASA by the 5<sup>th</sup> of each month or by your County of origin to ACASA. Failure to pay rent or make appropriate arrangements for payment could be cause for discharge from the program.
2. If rent or agreed upon payments are not made by the 15<sup>th</sup> of each month a 3% late fee will be added to your account.
3. Responsible for any installation or monthly cost of additional phone, cable or internet services.

**Rules and Regulations Governing Resident Behavior and Participation**

These rules and regulations describe the minimum standards of acceptable conduct. They are to serve as general guidelines.

1. **SOBER SUPPORT SYSTEM:**

Each resident must maintain an active recovery support system program that will be specified in his individual recovery plan. Residents must remain active with the support system they identify as their recovery support.

2. **PARTICIPATION IN OUTPATIENT COUNSELING:**

Each resident must participate in/or successfully complete addiction counseling at an addictions outpatient treatment program.

3. EMPLOYMENT:

All scatter-site residents must have a viable program towards employability. Residents must be involved in a planned, purposeful educational activity, volunteer work, or full or part time employment. Resident is responsible to notify the appropriate source if absent or late. All income must be appropriately documented to the Internal Revenue Service and the Department of Social Services.

4. TRUST

Issues which occur between residents within the Scatter-Site program are to be addressed within the program. These issues are not to be generally discussed throughout the community, but are to be resolved in cooperation with appropriate staff and residents. Confidences shared through group meetings of supportive living clients are to be kept within the group. Violations of such confidences are grounds for immediate dismissal from the supportive living program.

5. DRINKING

No drinking is permitted. Residents who drink must leave the scatter-site apartment facility immediately. Re-entry after detoxification or inpatient alcoholism treatment is at the discretion of the Scatter-Site Residential Counselor and/or treatment team.

6. ILLEGAL DRUG USE:

No resident may possess or use any illegal drug at any time either on site or off site. Residents who possess or uses any illegal drugs must leave the scatter-site apartment facility immediately. Re-entry after detoxification or inpatient alcoholism treatment is at the discretion of the Scatter-Site Residential Counselor and/or treatment team.

7. PRESCRIPTION DRUGS:

All residents must inform the Scatter-Site Residential Counselor of any prescription drug he is taking. No abuse of prescription drugs is permitted.

8. OVER -THE-COUNTER DRUGS:

No abuse or misuse of any over-the-counter drug is permitted. Because of some drugs do show up in urinalysis, the Scatter-Site Residential Counselor should be notified when such medications are used.

9. DRINKING/DRUGGING GUESTS:

No person who has been drinking any alcoholic beverage or who is under the influence of any illegal or mood-altering chemicals may visit the scatter-site apartments.

10. BREATHALYZER, URINE TESTING:

All residents requested by staff to take a breathalyzer or urine test at any time, night or day, must do so. Refusal may be grounds for immediate discharge.

11. OPEN FLAMES:

Burning of incense or candles is prohibited.

12. HOURS:

Scatter-Site residents are expected to be home no later than 11pm and remain in the Scatter-Site apartment until 7am all days of the week and weekend unless otherwise approved by the Scatter-Site Residential Counselor. Changes in these hours must be approved prior to the day in question by the Scatter-Site Residential Counselor.

13. VISITORS:

Overnight guests are not permitted. All guests, with the exception of TBH Congregate or Scatter-Site residents, must be approved at least 24 hours in advance by the Scatter-Site Residential Counselor. In the event a friend or family member “drops in” unexpectedly, residents are expected to call Scatter-Site Residential Counselor at 585-593-1920. In the event Scatter-Site Residential Counselor is unavailable, residents are expected to leave a detailed voice mail including the names(s) of guest(s), date and time of arrival, and anticipated time of departure and also Staff-on-Duty 585-593-1920 ext. 756. Visiting hours are from 10 a.m. to 8 p.m. There should be ABSOLUTELY NO GUESTS in resident’s bedrooms for any reason. No person who is currently under the influence or known to be in active use is permitted to visit the Scatter-Site apartments.

14. PERSONAL CHORES AND HYGIENE:

Each resident is expected to make his bed and clean his room no later than 9:00am on weekdays and noon on weekends. Each resident must maintain himself, his room and personal living space in a clean, tidy, presentable condition at all times.

15. CHORES:

Residents must work cooperatively to maintain the common areas of the home in a neat and orderly fashion. Residents are individually responsible for maintaining the refrigerator, cooking, dishwashing, and other living areas in a neat and clean condition. IF YOU USE IT, YOU CLEAN IT.

16. DRESS:

Resident dress within the Scatter-Site facility and in the nearby neighborhood must be suitable for the hour of the day, weather conditions, and the company present. Apparel must not contain drinking or drugging messages or sexual connotations.

17. TOBACCO USE:

TBH Scatter-Site Program is a tobacco and Vape free facility. You are not to use or possess any tobacco or Vape related paraphernalia while a resident in the Scatter-Site program. If tobacco or Vape paraphernalia is found anywhere in the apartment it will be confiscated by staff.

18. VALUABLES:

Residents are individually responsible for the safe keeping of their personal property and valuables. The Scatter-Site program accepts no responsibility for the safety of resident's money or valuables.

19. SCATTER-SITE PROPERTY:

Residents are responsible for the proper use, safety and security of all Scatter-Site apartment property. No Scatter-Site property can be borrowed or removed from the apartment without the explicit approval of the Scatter-Site Residential Counselor.

20. GAMBLING:

Gambling in any form is prohibited.

21. WEAPONS:

There are to be no weapons of any kind on Scatter-Site property at any time.

22. PHYSICAL OR VERBAL ATTACKS:

Physical attacks, or verbal threats of violence directed towards other residents, staff, or members of the community are not permitted. Untoward incident report will be filed. This may result in immediate discharge from the Scatter-Site program.

23. BEHAVIOR IN THE COMMUNITY:

Residents are expected to behave appropriately in the outside community and must respect the rights of all neighbors and all visitors to the neighborhood. There should be no harassment of any community member, including inappropriate flirtation specifically including minors less than 21 years of age. Any harassment of the Scatter-Site program or its residents by members of the community is to be reported to the Scatter-Site Residential Counselor or the staff at Trapping Brook House immediately. Residents are expected to stay away from non-recovery people, places, and things. Scatter-Site Residential Counselor may intervene to determine if people, places or things are conducive to the resident's recovery.

24. PRIVACY:

Residents are expected to respect each other's privacy. Confidentiality will be maintained with no exceptions.

25. OVERNIGHT ABSENCES:

Residents are expected to notify the Scatter-Site Residential Counselor of any overnight absences at least 24 hours in advance of absence. In the event of an emergency, resident should contact Trapping Brook House staff. The necessity for the unplanned absence, the time of departure, the destination of the resident, and a telephone number where he can be reached must be given to the Scatter-Site Residential Counselor or the Trapping Brook House staff on duty. It is the resident's responsibility to notify outpatient counselors of any groups or one-on-one sessions that are to be missed.

26. HOUSEMATES ABSENCES:

Residents must report any housemate's unplanned overnight absence to the Scatter-Site Residential Counselor or the Trapping Brook House staff on duty immediately.

27. KEYS:

Keys furnished to residents by the Scatter-Site Residential Counselor are not to be duplicated for any reason. Replacement keys will be duplicated by staff. Keys are not to be loaned to any person. Keys must be returned to Scatter-Site Residential Counselor at discharge from the Scatter-Site program.

28. MINORS:

There are to be no minors at the residency. Requests concerning a family member's visitation must be approved by the Scatter-Site Residential Counselor.

29. PETS:

No pets of any kind are permitted at Scatter-Site residences at any time.

**Violation of these rules and boundaries will be noted by the Scatter-Site Residential Counselor. Staff will take appropriate action, including discharge from the Scatter-Site Facility, in response to violation of these rules.**

**STATEMENT:** I have read and fully reviewed the rules of the Scatter-Site Program. I fully understand the intent of the Scatter-Site Program and intend to abide by its rules and make positive use of the program. I will make every effort to maintain and develop my sobriety. When I have difficulty following these rules or maintaining my sobriety I will turn to the residential staff, fellow residents, and/or AA/NA members for support and assistance. I will be honest and aboveboard in all matters regarding residence in the Scatter-Site Facility.

Resident Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_