**Oasis of Northwest Arkansas**

**A Transitional Living Community**

**Resident Handbook**

Oasis of Northwest Arkansas is a women's transitional living community that provides safe, supportive housing and resources for women in recovery and their children.

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**Oasis of Northwest Arkansas: Recovering.  Rebuilding.  Reclaiming Lives.**

Website: oasisforwomennwa.org

Phone: 479-268-4340

Executive Director: LaDonna Humphrey

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# WELCOME TO OASIS OF NORTHWEST ARKANSAS

Oasis of Northwest Arkansas offers adult women in recovery opportunity to regroup so that they may reconnect back into their communities. We are a Transitional Living Community and accept residents from various lifestyles and referral sources. Oasis of Northwest Arkansas is an 18-month program.

The rules, policies, procedures and guidelines at Oasis of Northwest Arkansas are in place to ensure the safety, health, and overall well-being of our residents. Oasis homes function as a place to provide residents the skills necessary for a functioning life free from alcohol and drugs. The interaction with the staff and other residents offers the skills necessary to live a productive, drug and alcohol-free and self-sufficient life as they transition back into the community.

# CONFIDENTIALITY

We want our residents to be able to work on their recovery in a safe, supportive setting. To help facilitate this, we ask that residents not talk about issues they have discussed in meetings or in the house with individuals who were not present. Likewise, we ask residents not to discuss the things which their peers or their families have talked about in meetings or in the house with others. Staff will share information with residents and referral entity when it is not in violation of confidentiality regulation

**RESIDENT RESPONSIBILITIES AND EXPECTATIONS**

Belonging to a transitional house requires that each member do her part in the upkeep of the environment.

1. You are responsible for keeping your own room area clean. You are unexpected to keep all of your clothing neatly folded in an assigned dresser and/or hanging in a closest. You are not allowed to store clothing or other personal items in trash bags, suitcases, etc. You are expect to do your own laundry, washing linens weekly and completing your assigned job responsibilities in the house. Being a house member also requires that you keep in mind both your needs and the needs of others.
2. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible, taking responsibility, and helping if there is a need.
3. Immediately reporting to Oasis staff any information you may have regarding another resident’s intention to harm themselves or someone else, their intent to use alcohol/drugs, or if they have used alcohol or drugs, and their intent to break the rules and regulations at Oasis. It is important that you do not view this as “snitching”, instead please view this as protecting fellow residents and represents an act of responsible care and concern on your part.
4. You are responsible for being at all meetings and other events for which you are scheduled on time and ready to participate. Phones are not to be used during meetings to call, text, email, or engage in social media.

***Required*** resident meetings are as follows:

**Sunday Night House Meeting – 5pm**

**Sunday Night Process Meeting – 6pm**

**Wednesday Night Recovery for Life/Parenting/Or Other Assigned Meeting – 5pm**

**Thursday Night Big Book Study – 6pm**

4. Residents are required to download the One Step App for their Android or iPhone.

5. Participating in Oasis of Northwest of Arkansas work days on campus once a quarter.

**You are responsible for getting what you need by:**

* 1. Asking for help when you need it
  2. Respectfully and calmly sharing your feelings with staff and peers
  3. Staying away from initiating, engaging in, encouraging and/or supporting the unhealthy behavior of others
  4. Telling the truth and doing what you think is right (which includes doing unto others as you would want them to do unto you)
  5. Achieving your personal goals
  6. Helping others achieve their goals, if possible

**HOUSE POLICIES/RULES**

1. Acts of violence, sexual contact, and the enabling of others in such behaviors are prohibited. Any physical violence or aggression toward staff or residents may result in legal action and immediate dismissal from Oasis of Northwest Arkansas.
2. Every resident of Oasis of Northwest Arkansas is required to download and use the One Step Application to check into meetings, work, curfew, and all activities outside of the Oasis of Northwest Arkansas campus. The One Step Application is HIPAA compliant and will be used as the sole means of communicating with Oasis Staff members. All residents are required to keep the location tracking information on the One Step Application to the “on status”. Should a resident switch the tracking information to “off” or delete the One Step Application from their phone, the result is immediate dismissal from the Oasis program. Residents must keep their cell phones with them at all times and they must never give their phone to someone else (or leave it somewhere else) as an attempt to mislead the staff of Oasis of their whereabouts. Failure to comply with this request may result in dismissal from Oasis. Residents will be given the proper training to utilize the One Step Application. If after three verbal warnings a resident is failing to comply with the requirements of the One Step Application, the resident will receive a write-up. After that write-up, each failure to comply with the One Step Application will result in additional write-ups. Three write-ups may lead to a dismissal from Oasis of Northwest Arkansas.
3. The possession or use of any drug paraphernalia or any mood-altering chemicals (on or off campus) is strictly prohibited and will result in an immediate discharge, and may result in legal action.
4. The possession or use of alcohol, on or off campus, is strictly prohibited and will result in an immediate discharge.
5. If at any time while you are a resident at Oasis of Northwest Arkansas if you are prescribed any opiates, sedative hypnotics, benzodiazepines, barbiturates, amphetamines, and/or any other substance with potential for abuse, you must report it to the Executive Director.

Residents are not allowed to have any of these substances on campus. If you require use of such substances, in most instances you will be considered to be beyond our level of care and may be *medically discharged*.

1. 12-week group therapy, house meetings and life skills classes are mandatory. Completion is required to graduate the program.
2. You must attend a minimum of 3 meetings per week. You are required to use the One Step Application on your Android or iPhone to check into your meetings. Residents must obtain and maintain a sponsor throughout the duration of this program. Residents must attend 12 weeks of substance abuse counseling and residents obtain mental health counseling as deemed necessary.
3. Curfew is set by what Phase you are in at Oasis of Northwest Arkansas. Please see our Phases Guidelines. All residents, regardless of their phase, is required check in via the One Step Application at curfew.

Television and lights are to be off in accordance with curfew. Residents are not to be talking on the phone or texting after curfew. Breaking curfew, even by one minute, will result in immediate dismissal from Oasis of Northwest Arkansas.

1. You must be up and out of bed with your bed made by 9am Monday-Friday. All lights, fans and TVs must be turned off. You are not permitted to be laying or sleeping in your bedroom or on couches during the day without a doctor’s note or express consent of the House Manager or Executive Director. You must be up and out of bed with your bed made by 10am on Saturday and Sunday.

1. Everyone is expected to be working, attending school, or volunteering during the day. If you are not employed, you must provide proof of all job applications you submit, and you must volunteer at least 3 hours each day that you are not employed. You must receive a letter from the agency you volunteer that states your name, the date, and the number of hours you volunteered that day. Here are a few organizations that you may contact for volunteer work:

The DEB Project, Helping Hands, Habitat for Humanity, Oasis of Northwest Arkansas, Restoring Hope, Hub of Hope, Diva and Dude Community Outreach, or any animal shelter. All volunteer work must be done for a licensed business or a 501 c 3 non-profit.

1. All gambling, betting, lending, buying, and/or selling are not permitted and will result in a write-up. Borrowing of clothing, shoes, money, or other items is forbidden and will result in a write-up.
2. The destruction or defacing of Oasis property or the property of other residents will not be tolerated. If you are responsible, you will be required to pay for the damages and you will be dismissed. Legal action may also be taken.
3. Most mail may be sent and received. Correspondence with anyone who is incarcerated that is a sex offender or a gang member is forbidden. Mail must be updated by contacting each individual and/or business and by submitting a change of address to the USPS upon dismissal/graduation. Oasis of Northwest Arkansas staff and residents will not “hold” your mail or packages once you have been dismissed or once you have graduated. Oasis of Northwest Arkansas is not responsible for lost or stolen mail/packages.
4. Visitors must not be under the influence of chemicals. Visitors may not be convicted sex offenders, gang members, or violent offenders. Male visitors that are not immediate family, must be approved in advanced by the Executive Director. The staff maintains the right to deny visitation to any visitor.
5. No posters, wall hangings, etc. are allowed.
6. Personal property left at Oasis of Northwest Arkansas will be considered a donation after 24 hours. Residents and Staff of Oasis of Northwest Arkansas will not deliver or hold on to personal property for a resident that has decided to leave or has been dismissed or has graduated this program. We are not responsible for lost or stolen personal property.
7. Clients with vehicles allowing other clients to operate their vehicles or transport clients are required to do so at their own risk. If you own a vehicle and want to park it at Oasis of Northwest for your use, you are required to provide proof of a valid driver’s license and proof of liability insurance. If your driver’s license or insurance is suspended at any point during your stay at Oasis of Northwest Arkansas, you must report it to a staff member immediately.
8. Program staff may check bedrooms, personal possessions, and vehicles for the following: drugs, drug paraphernalia, alcohol, weapons, or any other contraband. This is for the safety and protection of all residents. Possession of any drugs, alcohol, or substance use related paraphernalia may be grounds for immediate dismissal from the program.
9. Tobacco use is not allowed in the house or Oasis of Northwest Arkansas vehicles and is allowed only in the designated smoking area outside. Smoking is not allowed in either of our sunrooms. Failure to comply with this request could result in dismissal.
10. Employment/education is an important and vital goal of self-sufficiency. After the first two weeks, residents are expected to find full-time employment or attend classes full-time. Exceptions will only be made for those who qualify for disability services.
11. Case Management is a mandatory program expectation. To graduate from Oasis of Northwest Arkansas, residents must follow their individualized case plans. Weekly meetings with a Case Manager or the Executive Director are a requirement.
12. Corresponding (by phone, email or mail) with any individual (male or female) that is incarcerated must be approved by Oasis staff.
13. Corresponding with (phone, email, or mail) or associating with any individual (male or female) that has ties to gang activity is forbidden and can result in immediate dismissal from the Oasis program. Corresponding with anyone that has been convicted of a sex crime is forbidden.
14. You are responsible for washing your own dishes after you use them. Dishes may not left in the sink for any reason. You are responsible for washing and drying your own laundry on your assigned day. You must be present (in the house) while your laundry is washing and drying. Leaving clothing in the washer or dryer will result in a write-up. You are responsible for cleaning up after yourself. If you leave a mess out, you will be written up.
15. Sex toys and pornography (video, magazines, etc.) are forbidden at Oasis of Northwest Arkansas. Taking pornographic photos/videos of yourself or other residents is forbidden. Breaking this rule will result in immediate dismissal.
16. Do not post hand-written signs. All signage must be approved by Oasis of Northwest Arkansas staff.
17. Residents agree not to flush tampons, sanitary napkins, or other objects that are not toilet paper down the toilet. Should a resident not comply with this request, the resident agrees to be responsible for any plumbing costs associated.
18. Romantic relationships between residents or between a resident and a staff member or volunteer of Oasis of Northwest Arkansas is forbidden and will result in dismissal of the resident and termination of the staff member/volunteer.
19. The accumulation of 3 non-compliances for failure to abide by rules and regulations will result in immediate dismissal from Oasis of Northwest Arkansas.

# SUGGESTIONS FOR SUCCESS

Experience has repeatedly demonstrated that there are several factors which promote a positive experience. If you can embrace new ideas, you will be able to complete your goals and will feel good about the changes you have accomplished.

1. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
2. Commit yourself to changing your unhealthy behaviors by learning from your mistakes and exploring why you made these mistakes.
3. Commit to being open about your thoughts and feelings and do not keep secrets.
4. Commit yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out.
5. Commit yourself to being honest in all of your relationships and to avoid lies and distortions. This also means being honest with yourself.
6. Be willing to follow house rules and limits, even if you do not agree with them.
7. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
8. Accept the value of work, which means going to work, setting goals for yourself, and striving toward honest financial and personal independence.
9. Accept that you can learn from your own experiences and the experience of others if you are willing to take advantage of these experiences as “teachable moments”.
10. Accept that the Oasis of Northwest Arkansas staff are dedicated to helping you achieve and maintain recovery from chemical dependency and all the ramifications that come from that condition.
11. Keep in mind HOW to obtain and maintain recovery: Honesty Open-mindedness Willingness
12. Reference the foundation of Oasis:

1.) GOD

2.) FAMILY

3.) WORK

**PERSONAL BELONGINGS**

All items brought into the house must be cleared by staff. The number of personal belongings you are allowed at Oasis of Northwest Arkansas must be kept to a reasonable limit. At any time, you may be asked to downsize what you have on campus by Oasis staff. Personal items must be able to be stored neatly in the available locker, drawer, and/or other storage space. Items may not be kept in suitcases, trash bags or card board boxes.

**UNAUTHORIZED ITEMS**

A variety of items are prohibited. Such items include, but are not limited to, the following:

* Candles or incense
* Clothing not in compliance with dress code
* Illicit drugs (including alcohol)
* Products with toxic substances (i.e. airplane glue, etc.)
* Glass objects, sharp metals, heavy/blunted items
* Firearms, knives, or other potential weapons
* Literature, music, clothes, etc. which contain sexually explicit words or themes that promote violence, drug/alcohol use, exploitation of others, discrimination, anarchy, and/or other questionable contents

***Observations and opinions of staff will govern in questionable situations. Unauthorized items will result in immediate dismissal.***

1. Residents are discouraged from bringing expensive/valuable personal items that could be lost or stolen.
2. Pets of any kind are strictly prohibited at the house. At no time are pets allowed.
3. Residents may not bring freestanding heaters (electric or otherwise) into the resident dorms. Residents may, however, bring electric blankets.
4. Residents agree to hold harmless the residence, board of directors, or employees, for the lost or destruction of personal property.

**HOUSEKEEPING/CHORE EXPECTATION AND ASSIGNMENT**

Chores are assigned by the House Manager and/or the Assistant House Managers. This is a requirement of each resident and failure to do so will result in consequences deemed necessary by staff.

Housekeeping is a routine activity of daily living. It is an activity essential to ensuring a safe, comfortable and healthy environment. Just as families create their own systems by which household chores are distributed and carried out, the Oasis of Northwest Arkansas staff has developed a framework for such activities as well.

1. Residents are expected to have a sense of personal responsibility and self-pride in their appearance and their surroundings.
2. Residents will promote self-discipline, teamwork, time management, and respect for other’s property as well as their own.
3. Residents will have the opportunity to learn basic housekeeping skills through instructions, modeling, and practice.
4. Residents must initial chore daily when completed. A staff member will review and sign if expectations have been met at the end of the month.

**RESIDENT DRESS CODE**

One aspect for recovery involves the development of a healthy identity. Ultimately, the person in recovery develops a mode of dress that reflects the emotions, values, and social relationship they wish to have with others. An important part of recovery is learning to conform to the expectations of society while maintaining our individuality.

The dress code of Oasis of Northwest Arkansas is designed to establish healthy and realistic guidelines for our residents that allow for self-expression and self-care.

# Shirts, Pants and Shoes

* 1. Appropriate shirts must be worn at all times. Shirts that are sexually suggestive are not appropriate to wear on the premises.
  2. Residents are required to wear a bra and underwear/panties unless you are in bed sleeping.
  3. Shirts that promote drug or alcohol use, are suggestive of violence, make any ethnic slurs, or in some way degrading to self or others are not permitted.

# Jewelry

* 1. Residents who wish to wear jewelry may do so, but are responsible for any items in their possession.

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# Resident’s Responsibility

* 1. Residents are responsible for keeping their clothing and shoes clean, smelling fresh, and neatly stored in their bedrooms.
  2. Residents are responsible for laundering their own clothes and linens.
  3. Residents are responsible for immediately reporting any missing items to staff.
  4. Residents are strongly discouraged from bringing in expensive clothing and /or jewelry.
  5. Residents are encouraged to label and/or secure all personal clothing.

**LAUNDRY GUIDELINES**

Residents may launder clothing during assigned times only.

1. Residents are to read and comply with operational directions posted on the machines to ensure proper use.
2. Residents are limited to wash/dry one load at a time if other residents are waiting to use the machines.
3. Residents are required to launder their clothing and linen at least once per week.
4. Residents are responsible for keeping the laundry area neat.
5. Limited supplies of laundry detergent and bleach will be supplied to residents.
6. Residents are to remove their own laundry from the washer to the dryer before going off-site, for any reason.

**HOUSE MANAGER/ASSISTANT HOUSE MANAGER**

The Oasis of Northwest Arkansas House Manager and Assistant House Manager will ensure that residents are following all policy and procedure.

House Managers will conduct urinary analysis and breathalyzer as directed by the Executive Director or Case manager.

House Managers have the right to issue noncompliance for failure to abide by rules, and in extreme instances, the ability to dismiss residents.

House Managers should be treated as staff and respected as such. The House Managers are your first point of contact. If the issue cannot be resolved, the circumstance will be escalated to the Executive Director.

**INTERNET/SOCIAL MEDIA/TECHNOLOGY**

Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of Oasis of Northwest Arkansas or its residents, inconsistent with the mission, or likely to subject Oasis of Northwest Arkansas to liability.

Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

* Harassment
* Libel or slander
* Fraud or misrepresentation
* Destruction of or damage to equipment, software or data belonging to Oasis of NWA or others
* Disruption or unauthorized monitoring of electronic communications
* Unauthorized copying or transmission of copyright-protected material
* Unauthorized online access, including "hacking" and other unlawful activities
* Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and so forth)
* Violation of software license agreements
* Violation of network usage, policies and regulations
* Violation of privacy
* Intentional or negligent distribution of computer viruses
* Posting or sending obscene, pornographic, sexually explicit or offensive material
* Posting photos or information of Oasis Residents on social media.
* Posing as another Oasis Resident on social media, in an email, or in any other electronic capacity.

**OASIS OF NWA VEHICLE POLICY**

# The use of Oasis of Northwest Arkansas vehicles will be for tasks, projects, and activities that support the mission of Oasis.

# Residents must have a valid driver’s license to operate vehicles and be added to insurance, and their information must be verified through staff. Residents must request use and complete all necessary documentation prior to use.

# Misuse of Oasis vehicles may result in immediate dismissal. Smoking in Oasis vehicles is not permitted. Transporting non-Oasis residents without permission from Oasis staff is forbidden.

# CLIENT ALCOHOL AND DRUG TESTING

Oasis of Northwest Arkansas conducts drug and alcohol testing of residents. We believe that our residents are committed to their recovery and will abide by the house rules of no drug use. If you are suspected to be under the influence of a mood-altering substance, you will be instructed to report to the entity having jurisdiction of your stay. If it is determined that you are under the influence, you may be immediately dismissed.

# SEARCH PROCEDURES

1. Searches may be conducted to protect the health, safety, and welfare of residents, including detection of drugs and weapons.
2. Searches must be conducted in a professional manner that maintains respect and dignity for the resident.
3. All searches must comply with the following standards:
   1. The client must be present when a search is conducted of belongings such as backpacks, personal bags, and luggage.
   2. All searches must be witnessed by a second staff person or another individual who is not directly involved in the search.

***Oasis of NWA Staff has the right to conduct a search at any time deemed necessary.***

**RESIDENT RIGHTS**

The following are your rights. Please read them carefully. If you cannot understand any of these rights, please ask to have them further explained to you.

Oasis of Northwest Arkansas staffshall respect and protect our residents’ rights. Prior to admission, staff will inform all residents of their rights and clients will sign a copy acknowledging receipt of their rights. The resident will receive a copy.

The Resident Rights include:

1. You have the right to accept or refuse services after receiving this explanation.
   1. If you agree to services, you have the right to change your mind at any time.
2. You have the right to a humane environment that provides reasonable protection from harm and appropriate privacy for your personal needs.
3. You have the right to be free from abuse, neglect, and exploitation.
4. You have the right to be treated with dignity and respect.
5. You have the right to appropriate services that meets your needs.
6. You have the right to be told about the program's rules and regulations before receiving services in a language that you can understand.
7. You have the right to a service plan designed to meet your needs, and you have the right to take part in developing that plan.
8. You have the right to meet with staff to review and update the plan as needed.
9. You have the right to refuse to take part in research without affecting your services.
10. You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.
11. You have the right to receive an explanation of your services or your rights if you have questions while you are receiving services.
12. You have the right to address any concerns you may have with the Oasis of Northwest Arkansas.
13. You have the right to complain directly to: **LaDonna Humphrey, Executive Director.**

I,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_ acknowledge that I have been explained my rights as a resident and the information was explained to me in a language and manner that I could understand. I was also given the opportunity to ask questions and received responses that satisfactorily addressed my questions. I was also informed that I might ask questions at any time I feel the need regarding the program, staff, and services. By signing below, I acknowledge that I agree to all of Oasis of Northwest Arkansas expectations, rules, and policies noted in the Resident Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature Date

**Authorization to Obtain/Release Protected Information**

I, , born (date of birth), hereby authorize Oasis NWA and its employees and agents to

obtain information from and/or

release information to:

I authorize the following agencies to obtain and/or release my personal information:

|  |  |  |
| --- | --- | --- |
| * DHS | * Social Security | * Work Force |
| * Unemployment Office | * Legal Aid | * Local Bank |
| * Current Employer | * Previous Employer | * Current Landlord |
| * Previous Landlord | * Drug Court | * Parole Officer |
| * Law Enforcement | * Domestic Violence Shelter | |

* Other:

This authorization to obtain and/or release information for the following purpose(s):

* Identify goals and objectives for the purpose of securing housing stabilization
* Determine additional assistance needed to aid in maintaining sobriety (if applicable)
* Identify additional community resources needed to maintain housing
* Assistance in developing a personal financial management plan
* Other:

This authorization includes use and disclosure of records related to:

* Housing Stabilization
* Life Skills and Education needs

This authorization will remain effective for 365 days from the date of signing. I understand that I can revoke this authorization in writing at any time before the release of information specified above. I also understand the following: (a) I may refuse to sign this authorization; (b) I may inspect and obtain a copy of the information that is described in this authorization; and (c) I will receive a copy of this signed authorization. I have reviewed this authorization and understand it.

­\_\_\_\_\_\_\_\_\_

Printed name of Client Signature Date

Witness Signature Date

**RESIDENT PRESCRIPTION INVENTORY**

For the safety of all residents, you are asked to provide information regarding any prescription medications in your possession during your participation in the program. Please update this form with the staff as needed.

Please indicate the appropriate information below and return to the Program Director.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Medications (including dosage): Prescribed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Purpose for which medications were prescribed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I certify that I have no other prescription medications in my possession. I understand that any changes in my medications should be reported to the Program Director immediately. I understand that a violation of this policy will result in disciplinary action up to and including dismissal from the Oasis of NWA.

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

# RESIDENT PHOTO RELEASE

For good and valuable consideration, the receipt of which is hereby acknowledged,

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Hereby authorize Oasis of NWA permission to use my likeness in a photograph/video in any/all of its publications, including but not limited to all Oasis of NWA's printed and digital Publication. I understand and agree that any photograph using my likeness will become property of Oasis of NWA and will not be returned. I acknowledge that since my participation with Oasis of NWA is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize Oasis of NWA to edit, alter, copy, exhibit, publish, or distribute this photo for purposes of publicizing Oasis of NWA's programs or for any other related, lawful purpose. I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the images.

I hereby hold harmless and release and forever discharge Oasis of NWA of all claims, demands, and causes of action which I, my heirs, representative, executors, administrators, or any other persons action on my behalf or on behalf of my estate have or many have by reason of this authorization.

Resident’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Oasis of Northwest Arkansas**

**RESIDENT LIABILITY RELEASE FORM**

**GENERAL LIABILITY RELEASE**

I release, discharge and forever hold harmless Oasis NWA, Inc. and its employees, officers, agents and directors from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from the services I provide to Oasis NWA, Inc. and its community partners. I understand and acknowledge that this Release discharges Oasis NWA, Inc. and its community partners from any liability or claim that I may have against either party with respect to bodily injury, personal injury, illness, death, or property damage that may result from the services I provide Oasis of NWA,Inc. and its community partners or occurring while I am providing services, whether caused by the negligence of Oasis of NWA, Inc.. or otherwise.

I understand and recognize that when completing services for the Oasis of NWA, Inc. or a community partner that I may need to be transported in a privately-owned vehicle. I understand and recognize that the risk of injury to me or damage to my property while traveling to and/or from a site exists and that this release of liability covers any and all travel.

I understand that at any time I have the right to refuse to participate in any activity, with my only obligation to inform the site leader or program manager.

I agree that, should any provision or aspect of this Release be found to be unenforceable, that all remaining provisions of the agreement will remain in full force and effect.

I agree that if there is any dispute concerning my participation in the program or the interpretation of this Release, any such disagreement shall be determined in accordance with the laws of the State of Arkansas.

***I HAVE CAREFULLY READ THIS RELEASE AND WAIVER OF LIABILITY AND FULLY UNDERSTAND ITS CONTENTS. I FURTHER ACKNOWLEDGE AND AGREE THAT I HAVE HAD AN OPPORTUNITY TO CONSULT WITH COUNSEL OF MY CHOICE PRIOR TO EXECUTING THIS RELEASE AND WAIVER OF LIABILITY. I ACKNOWLEDGE AND AGREE THAT THIS RELEASE AND WAIVER OF LIABILITY SHALL BE BINDING UPON MY SURVIVORS, HEIRS, SUCCESSORS, AND ASSIGNS. I AM AWARE THAT THIS RELEASE AND WAIVER OF LIABILITY IS A RELEASE OF LIABILITY, INCLUDING BUT NOT LIMITED TO, LIABILITY FOR NEGLIGENCE, AND A HOLD HARMLESS AGREEMENT, AND I SIGN IT OF MY OWN FREE WILL.***

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Oasis of Northwest Arkansas Resident Information Form**

Resident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver’s License Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Assigned To:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Needs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Insurance Carrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Car Insurance Carrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Probation/Parole Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DHS Case Worker: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Public Defender/Attorney:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes: *(to be completed by staff)*

**Oasis of NWA Resident Shared Housing Expense Policy**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree to pay $110 per week to Oasis of Northwest Arkansas. $110 is due every Sunday no later than 5pm. I understand that Shared Housing will permanently increase to $125 beginning January of 2021 and I agree to pay that amount. Beginning in January of 2021, $125 per week will be due every Sunday by 5pm.

Shared Housing must be paid by money order of via the One Step App. Oasis of Northwest Arkansas will not accept cash or checks.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ understand that failure to comply with Oasis of Northwest Arkansas policies and procedures, relapse, or actions that result in immediate dismissal, will result in forfeiture of money paid in shared housing or deposits.

**Late payment of housing expense is considered to be an incident of non-compliance and will result in a write-up by a staff member. Residents will be charged a $10 late fee when Shared Housing is not paid by 5pm on Sunday.**

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

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

**Oasis of NWA Graduation Requirements**

Verified Completion of meetings 3 a Week Verified\_\_\_\_\_\_\_\_\_\_\_\_

Completion of Case Management Requirements Verified\_\_\_\_\_\_\_\_\_\_\_\_

Maintained FT Employment/School Verified\_\_\_\_\_\_\_\_\_\_\_\_

Completion of Daily Chores Verified\_\_\_\_\_\_\_\_\_\_\_\_

Completion of Substance Abuse Counseling Verified\_\_\_\_\_\_\_\_\_\_\_\_

At Least $1,200 in Savings Verified\_\_\_\_\_\_\_\_\_\_\_\_

Completion Anger Management Verified\_\_\_\_\_\_\_\_\_\_\_\_

Completion of Financial Literacy Verified\_\_\_\_\_\_\_\_\_\_\_\_

AND:

* Working Steps 10, 11, 12 daily.
* Has a regular service commitment and is sponsoring others.
* Consistently demonstrates honesty, integrity, and selflessness.
* Is an active leader in the community as evidenced by holding themselves and others accountable.
* Seeking growth in their recovery.

Resident Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DEMOGRAPHIC INFORMATION**

DOB/Age \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you a Veteran? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City you last resided in? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Marital Status? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have children? If yes, how many and ages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Education (last grade completed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ethnicity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Security \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Oasis of Northwest Arkansas**

PHASE I

Upon entering Oasis of Northwest Arkansas, residents will be placed on Phase 1. This is non-negotiable; regardless of length of sobriety, or even if they have formerly been residents. No contact with a romantic relationship is allowed for the first two weeks.

Curfew:

* + *Outing must be approved and resident must be accompanied by staff or higher level resident when leaving the house or an approved family member.*
  + Sunday through Thursday 9:00 p.m.
  + Friday and Saturday 10:00 p.m.
  + Eligible for passes after 90 days.

Employment/School/[Intensive Outpatient Program (IOP)](https://www.originscounselingdallas.com/programs/womens-iop/):

* + Must start looking for employment and begin an IOP program.
  + If a student, must be applying for school and registering for classes. Must work part time if registered for 9 hours or less.
  + Attending IOP  consistently
  + Must complete 90 meetings in 90 days
  + Must have a valid DL and liability auto insurance to have car at Oasis. Must sign a car contract.

Electronics:

* + Cell phones must be turned in nightly at 9pm to the House Manager and will be returned first thing in the morning.
  + Must sign phone contract committing to use cell phone in a healthy manner.

PHASE II

REQUIREMENTS TO PHASE UP:

* + At least 90 days on Phase 1.
  + Have selected a sponsor and completed steps 1-5.
  + Must be actively participating in IOP.
  + Must have completed 90 meetings in 90 days.
  + Must be employed FT or PT and enrolled in school.
  + Submit a phase up request to staffing.

PRIVILEGES:

Curfew:

* + Allowed to leave the house alone (staff permission still required).
  + Sunday through Thursday 10:30 p.m.
  + Friday and Saturday 11:30 p.m.
  + Eligible for overnight passes.

Electronics:

* + Phones may be kept overnight.
  + Eligible to keep personal laptops (must sign computer contact).

Automobiles/Transportation:

PHASE III

REQUIREMENTS TO PHASE UP:

* + At least 45 days in Phase II.
  + Worked all 12 steps and working 10, 11, 12 daily.
  + Has a regular service commitment.
  + Consistently demonstrates honesty, integrity, and selflessness.
  + Has $700 in savings.
  + Completed Financial Literacy
  + Completed Anger Management
  + Compliance with DHS/probation and parole

PRIVILEGES:

Curfew:

* + Sunday – Thursday 11:00 p.m.
  + Friday – Saturday 12:00 a.m.

Begin graduation and aftercare planning with case manager.