

# **United Way Dickinson – Residential Treatment Living Facility Policy and Procedure Manual**

---

## **Program Purpose**

The Residential Treatment Living Facility operated by United Way Dickinson provides structured, recovery-focused housing and support for individuals with substance use disorders, particularly those involved in the justice system. The goal is to stabilize individuals in early recovery while equipping them with tools for long-term sobriety and successful reintegration into the community.

---

## **Eligibility Criteria**

- Must be 18 years or older
  - Must be actively participating in a substance use disorder treatment plan
  - May be referred by a justice partner, treatment provider, or self-application
  - Must agree to program rules and recovery-based expectations
- 

## **Admission Process**

1. Referral or application with supporting treatment documentation
  2. Behavioral health screening and intake interview
  3. Review and signing of Resident Agreement and House Rules
  4. Assignment of Case Manager and Peer Support Specialist
  5. Orientation to facility, expectations, and daily schedule
- 

## **Program Structure**

- 24/7 supervised recovery-based living environment
- Structured daily schedule including treatment sessions, group meetings, chores, and check-ins
- Residents receive individualized recovery plans with milestones and goals

- Residents participate in a continuum of care from outpatient treatment to aftercare
- 

### **Required Program Participation**

- Attendance at all clinical appointments, including outpatient treatment or therapy
  - Minimum 3 peer support or recovery meetings per week (AA/NA/SMART/FTR)
  - Weekly meetings with Case Manager and Care Coordinator
  - Participation in life skills training and relapse prevention programming
  - Random drug and alcohol testing
- 

### **Resident Conduct Expectations**

- Maintain sobriety at all times while in the program
  - Follow all house rules and curfews
  - Respect other residents and staff
  - No possession of weapons, alcohol, drugs, or contraband
  - Participate in community responsibilities and chores
- 

### **Staff Roles and Oversight**

- **Licensed Addiction Counselors (LACs):** Oversee clinical care and recovery plans
  - **Case Managers:** Support legal, housing, and employment goals
  - **Peer Support Specialists:** Offer lived-experience mentorship and accountability
  - **Program Coordinators:** Ensure day-to-day safety, schedule adherence, and policy compliance
- 

### **Training & Certification Requirements**

All staff will be trained and/or certified in:

- Trauma-Informed Care

- Crisis De-escalation
  - Overdose Response and Naloxone Administration
  - CPR/First Aid
  - Harm Reduction
  - Confidentiality and HIPAA Compliance
  - Certified Peer Support and Care Coordination through ND DHS programs
- 

### **Disciplinary Actions and Relapse Protocol**

- Immediate response to any confirmed use of alcohol or drugs
  - Staff intervention and review with clinical and recovery team
  - Possible step-down to emergency shelter or re-entry into treatment depending on behavior and willingness
  - Behavior contracts may be issued for non-violent policy violations
- 

### **Graduation and Discharge Planning**

- Clients will graduate after successfully completing program milestones and sustaining sobriety
  - Discharge plans include:
    - Secured permanent housing
    - Employment or education connection
    - Continued outpatient or peer recovery services
    - Warm hand-offs to community support partners
- 

### **Program Goals**

- Support justice-involved individuals in early recovery
- Provide a structured environment for sober living and accountability
- Reduce recidivism and relapse rates through integrated care

- Prepare residents for successful, independent living in the community