



Homespace Corporation

Supervised Independent Living Program

Resident Handbook

Revised November 2018

Welcome!

Homespace welcomes you to its family of supportive staff and residents. We hope that your participation in the program leads to the fulfillment of the goals that you have set for yourself. Not only will you find a comfortable, safe home behind our walls, but also an environment in which individuals are encouraged to value themselves and others.

This Handbook is your guide to policies, procedures, expectations and information that will help you to become a successful Homespace resident.

It is our goal at Homespace to provide an environment that is conducive to your personal goal achievement and your acquisition of independent living skills. Please feel free to bring all questions and concerns to the Homespace staff for clarification and guidance.

Sincerely,

The Homespace Staff

Homespace Mission:

Homespace supports at-risk young women to achieve independent two generations at a time.

Homespace Values:

The Homespace mission statement is best achieved through a set of values that helps guide both residents and staff. In becoming a Homespace resident it is important to recognize these values so that you may understand our policies and procedures, as well as be able to live the values in your own life.

Family

Responsibility

Security

Self Sufficiency

Resiliency

The Homespace "Family"

Homespace employs a supportive staff to help all residents achieve their best. Staff is available 24 hours a day 7 days a week to ensure a safe and comfortable environment. All staff is available to provide assistance and offer guidance.

Executive Director

The Executive Directors role is to oversee all operations of Homespace through supervision of the Directors.

Director of Program Operations (DPO)

The role of the DPO is to oversee the overall functioning of the program as it relates to the Direct Care Workers (DCW). This includes over site of the supervision of DCW's as well as developing the training and support aspect of our program for our staff members.

Director of Youth Services (DYS)

The role of the DYS is to oversee the overall functioning of the program as it relates to the clinical needs of the residents. This includes intake of all youth and direct supervision to the Clinical Supervisor and Independent Living Coordinator. The DYS will also become involved with a resident that is asking and/or being asked to transition out of the program.

Clinical Supervisor (CS)

The role of the Clinical Supervisor is to supervise the Case Planners and ensure that the clinical needs of all the residents are being met. The CS also assists with case planning for the first 3 months of any transition into the program and/or between program choices.

Independent Living Coordinator

The Independent Living Coordinator supervises the Independent Living Trainers. They are also responsible for the distribution of money to all youth as well as coordinating IL groups and activities within all programs.

Case Planner

The role of the Case Planner is to assist residents in developing realistic goals for themselves, make referrals for needed services and monitor the progress of the residents. The Case Planner also attends all court proceeding, coordinates/monitors family visitations as needed, coordinates Service Plan Reviews and ensures that all residents receive the mental health treatment that they may need. The Case Planner also ensures that the resident is linked with support services for their child(ren) if applicable.

Independent Living (IL)Trainers

The role of the IL Trainer is to assist in the areas of budgeting, nutrition, housekeeping, time management and daily living skills. They also coordinate weekly groups for the residents.

***Residents must meet face-to-face with the Clinical Staff a minimum of 8 times per month. The Clinical Staff must also have face-to-face contact with a resident's child(ren) a minimum of 1 time per month.**

Direct Care Workers

Direct Care Workers (DCW's) are available on site to provide supervision, over-site and support to residents. DCW's may work directly in the home with residents or work at the front desk. The DCW also oversee the compliance of program rules and visitors during their shift.

Maintenance

The maintenance staff are available to fix issues in resident's townhomes and maintain the grounds and common areas at Homespace. If a resident has a maintenance issue they must complete a written request (these are located near the resident mailboxes). In order to fulfill requests in a timely matter, staff may ask that residents leave their townhomeand/or allow staff to enter their townhome when they are not home. Be aware that maintenance staff are not allowed in resident townhomes when residents are present unless they are accompanied by another staff member.All requests will be addressed within 48 hours if possible. If you do not feel that your request was fulfilled in a timely manner or the work was not done correctly please see your Case Planner or IL Trainer.

*Be aware maintenance staff are NOT responsible for cleaning resident's townhomes and/or porch areas, removing garbage from resident townhomes, moving resident's belongings in/out of their townhome and/or removing snow from the resident's front porch.

Community Spaces

Homespace has several community spaces for residents, staff and visitors to utilize. The following are the rules/expectations of these spaces so that all can enjoy them. If the rules/expectations are not followed the space may be closed and/or a resident may be banned from using the space.

Front Office

Residents are not allowed in the front office area unless they are given permission to enter from staff. If they need assistance they should come to the front window and/or buzz the front office from their apartment. **Residents are allowed to be in the hallway however they are asked to be respectful of the front office area. This includes not cursing or yelling while in the hallways. In addition, we ask that residents are dressed when they are in the office area and other community spaces (do not walk around in their pajamas, robes, under-ware, etc.)** Residents are also asked to not leave personal belongings in the front hallway and/or office area. This would include strollers, car seats, etc. Anything left in the front area may be thrown out as this could cause a safety issue.

Laundry Room

The laundry room is available to all residents. It is coin operated and therefore residents must bring quarters with them. Only 1 resident will be allowed to wash at a time and the key to unlock the room must be requested by the staff working the front desk. The laundry room is closed at 11pm daily. It is the resident's responsibility to clean up after themselves after each use. Residents are also asked to be respectful of others and clear out their items from the washer/dryer after the cycles are complete. **Homespace is not responsible for any items left in the laundry room past their scheduled time.** Residents should not allow guests to use the laundry room – this space is for residents of Homespace only. Please be aware that laundry detergent is not provided by Homespace and is the resident's responsibility to purchase this on their own. In times that the program is full, laundry days may be assigned so that all residents are given a chance each week to have laundry time. If a resident does not comply with the laundry policy, they will not be allowed to use the laundry facility for 2 weeks.

Community Room

The community room is a shared space between residents and staff. Residents may be allowed to utilize this space when not in use for business meetings. The space has a kitchen and a television (with cable). If residents are allowed to use this space for personal use, they are responsible for cleaning up the space after each use. If they are inviting outside guests to this space all guests names must be submitted prior to the event. The resident is responsible for their guests behavior while in the community room and will be charged for any damages to the room.

Residents are also asked NOT to eat any of the food in the fridge and/or cupboards as this is for staff use only! If anything is damaged or missing during a resident's usage of the room, they will be held responsible for replacing it. There is also an emergency door in this room; residents and guests are asked NOT use this door to enter back into the courtyard unless there is a true emergency!

Courtyard

The courtyard is for the use of all residents and their guests. There are several picnic tables and toys for their use. Residents are responsible for cleaning up after themselves, their children and their guests after each use of the courtyard.

Parking Lot

Residents and guests are only permitted to park in the parking lot during the following times:

- Monday-Friday 5pm-8am
- Saturday-Sunday all day

It should also be noted that from November 1 – March 31st residents and guests are NOT permitted to park in the lot overnight. This is because of snow plow removal and will be strictly enforced.

Garbage Area

Residents are responsible for the removal of their own garbage from their townhome. All garbage should be placed in closed bags and thrown in the dumpster located in the garbage gate; loose garbage should NEVER be placed in the dumpster as this attracts rodents and bugs! Recyclable materials can be placed in the green bins; they should be free of food and cleaned out. Boxes MUST be broken down; do not place full boxes in the garbage gate and/or fill them up with garbage. If residents have large items they can be placed at the curb on the evening before garbage pick-up and/or residents may ask maintenance for assistance. The garbage is picked up weekly on Wednesday mornings; maintenance will put it to the curb on Tuesday evenings. The garbage gate is locked at all times and residents must ask for a key from the DCW on duty.

***As with the townhomes, residents are responsible for their guest's behavior in all community spaces.**

***Children must be supervised by their parent; at all times in the community spaces.**

***When a resident is in a community space their children and/or their guest should NOT be left in the apartment!**

What You Can Expect From Homespace...

1. Your own personal townhouse that is clean and in good working condition.
2. All townhouses include these major appliances: refrigerator, stove/oven, deep fryer and microwave.
3. All townhouses include necessary furniture: a kitchen table with chairs, couch and tables for the living room, a full size bed for the parent and the appropriate bed for the child(ren), dressers/nightstands, TV.
4. Peaceful and private enjoyment of your townhouse.
5. Staff that aim to assist in goal achievement and success for each resident and is available to help you overcome hurdles, discuss general concerns and offer encouragement.
6. A safe, secure environment including staff on duty 24 hours a day and your own personal security alarm.
7. The opportunity for you to develop necessary independent living skills that will benefit you and your child(ren).
8. A family environment in which staff and residents form relationships that are mutually caring and respectful.
9. A staff that maintains all residents' confidentiality and rights.
10. Assistance in securing permanent housing when the appropriate time comes.
11. Opportunities to engage in normative experiences for your age.

What Homespace Expects From You...

1. Respectful interactions with all other residents and staff.
2. A goal and a plan to obtain self-sufficiency, along with actions that show progress towards this goal.
3. The desire to learn and grow as an individual and a parent.
4. Active participation in all group meetings, individual meetings and Homespace events.
5. The upkeep and respect of your townhouse.
6. Residents are expected to follow ALL rules and regulations so that safety, comfort, and progression of the individual are achieved.

Entrance Into the Program

Moving Into Homespace

On the day you move into your townhome, staff will complete an entrance inspection to ensure that the townhouse is safe and comfortable for your personal use. Staff will make note of all furnishings and the condition of the townhouse. The townhomes are furnished but you will have to provide linens, kitchen supplies, cleaning supplies, hygiene products, etc. An inventory of the items you bring with you will be taken at that time as well (this includes your clothing). Referrals can be made to a linen pantry if needed; you should talk with the Independent Living Team if you need items from the pantry. Upon entering the program you will be given a grocery gift card. Staff will take you to the store to complete your first shopping trip. Please note that safety gates are provided however if you need cabinet locks, plug covers or other child safety devices in your townhome you will be responsible for purchasing them. If you need help installing purchased items you can fill out a maintenance request.

GAP/"Getting Acquainted Period"

We understand that when you move into Homespace you might feel a bit uncomfortable in your new surroundings. It is also the same for Homespace staff as we have a new family living with us who we are just getting to know. To help everyone make this adjustment and become more familiar with one another we have developed a "GAP (Getting Acquainted Period)" that is used at both of our programs. SILP residents are placed on a 2-4-week GAP period when they first enter Homespace **(ALL youth transitioning from a residential treatment program will be required to complete 4 weeks of GAP)**. The following are the rules during GAP:

- During this time your curfew is 9pm every day.
- NO WEEKEND PASSES except for pre-approved home visits are given during this time; you can have day passes but must return home by curfew each night.
- No visitors for a minimum of 2 weeks. If you are doing well during the first 2-weeks the clinical team may allow you to have 2 screened visitors week 3 and week 4 of GAP.
- Residents on GAP may also be required to have more meetings with the team throughout the weeks. You will help to create an Individualized Treatment Plan that will identify what services are being offered to you during this time.

During these two-four weeks you will be required to complete an orientation checklist and you will not be taken off your GAP until it is completed. You will also be required to pass a quiz regarding this handbook before getting off of GAP.

Please note that residents under the age of 18 may not be able to be on regular programming. Their parent/guardian can still determine their curfew, weekend passes and visitor policy

Anyone, regardless of age, can also be placed back on GAP if staff feel that they need more support/structure

Receipts/PNA

You will be required to turn in all receipts for your PNA for the first 4 payments. You and the IL Team will use the receipts to review your budget and ensure that your money is being spent wisely and appropriately. If during that time it is felt that your money is not being spent on needed “personal need items” staff reserves the right to continue to ask for receipts and/or require that you shop with staff. Gift cards, rather than cash, may also be given to residents that may not be using their money appropriately. Please remember that PNA is to be used on items such as food, hygiene items, cleaning supplies, etc. Please also remember that although eating out is an option for you, take out should NOT be your main source of meals and staff will be ensuring that food is in your home at all times.

Support Counseling

For all residents transitioning to Homespace from a residential treatment facility you will be required to continue with counseling for a minimum of 6-months. After the 6-month period the counselor, along with the Case Planner, will assess the need for continued services. **Refusal to attend mental health treatment may result in you being discharged from Homespace.**

*Residents may be required to attend counseling at anytime during their stay at Homespace if staff feel that it is needed to be successful in our program. **Failure to attend counseling will be reported to the county as well as your Family Court Judge.**

Medication

If you enter into the program on medication your meds will be counted and logged by our Clinical Supervisor. **Although Homespace does not administer medication you will be required to keep your psychotropic medication in the staff office and be monitored by staff taking your medication when you are on GAP.** Your medication will remain in the front office until you are able to show independence in medication adherence. Homespace may also require that you sign up for Parkview Pharmacy, an at-home delivery pharmacy so that your medication refills can be closely monitored.

Intake Meeting

Within the first week of living at Homespace you will meet with the Clinical Team. During this meeting you will be introduced to your team and will be able to develop goals for yourself. This is also a time that you can ask for clarification about this Handbook and other policies. Completion of the orientation checklist will affect you getting off your GAP.

At this intake meeting you will complete an Individualized Treatment Plan as well as a list of resources and friends that you plan to visit outside of Homespace.

Your Townhome

Security System/Fire System

Your townhome is equipped with a security system. Townhome windows are alarmed 24/7 and your individual front door can be alarmed at your request. The fire alarm is also wired into this system. If your alarm is activated you should contact the front office immediately; the security company will be calling the police and/or fire department within 30 seconds if we do not alert them to a false alarm. The panic button in the townhome should only be used in a TRUE emergency; once this button is pressed the police are sent! The front office staff will come to your townhome to deactivate the system if it is a false alarm. Be aware that pushing the window screens in/out and/or cutting them will activate the system! Your townhome also has an intercom that can be used to communicate with the front office. This will be used to alert you of guests at the front and/or may be used to remind you of meetings, confirm that you are home, etc.

*Please note that Homespace is billed for false alarms and if you have multiple false alarms in your home and/or are burning prohibited items which result in a fire alarm you may be billed! In addition, if you damage your screen you will be charged for the repair. This charge may be \$100 or more.

Keys

You will be provided a key to your front door and mailbox upon entering the program. For our single SILP residents you will also have a key to your individual bedroom. Combination locks are provided for the kitchen cupboard upon request. It is your responsibility to have your key on you at all times! If you lose your keys you will be charged \$10.00 for the replacement of each one. You should lock your door each time you leave your townhome and you should not make copies of your keys. **We are not responsible for lost or stolen items.**

Furniture

All of our townhomes come furnished with essential furniture however we are very open to you bringing your own furniture. If you would like to bring your own furniture into your townhome please inform the Independent Living Coordinators so maintenance staff can remove the Homespace furniture. Please be aware that any Homespace furniture must remain in the townhome at the time of discharge.

Decorating

You are welcome to decorate your townhome in a way that feels comfortable to you. Any decorating that involves painting or alterations to your townhome is prohibited. You may ask maintenance staff to assist with hanging pictures or personal items.

Rent/Utilities

You will not be charged rent while living at Homespace. Although you are not charged for your utilities you will see your bill each month so that you can become familiar with them when you are out on your own. Residents that remain in a certain budget will be provided a "Green Pass" to reward them for conserving energy. Please be aware that in the winter your heat is kept at 72 degrees and that space heaters are not permitted. If you have a draft coming in through your windows you can ask maintenance to put plastic on your windows. Maintenance will provide this service for a limited time in the beginning of winter. When you are leaving your townhome please remember to shut off lights, TV's, radio, etc. If you choose to have an air conditioner unit installed during the summer you will be charged \$20.00 a month out of your PNA.

DO NOT USE YOUR OVEN TO HEAT YOUR HOME!!

Cable/Wireless

Townhomes do not have cable. You can purchase this service through a local provider if you chose to do so. Please note however you can NOT install a dish to the building. There is wireless internet access, please ask front desk for the code.

Pets

Pets are prohibited.

Home Inspections

Your townhome is inspected weekly to ensure cleanliness. The following is the policy regarding inspections:

- If your apartment does not pass home inspection during the week you may receive an opportunity to make the necessary improvements. A re-do is NOT a guarantee!
- If you fail home inspection you may receive consequences including but not limited to no visitors, lowered curfew, no weekend pass, being placed back on GAP, a cleaning fee (ect).
- If you have 3 fails within a month you will have \$25.00 deducted from your PNA the following month.
- If we smell smoke of any kind in your apartment you will have a fee of \$15.00 deducted. This includes during weekly home inspections OR if we enter your apartment for any other reason. This \$15.00 is in addition to the \$25.00 removed for failing home inspection.
- As an incentive, residents that pass all home inspections for the month will receive an additional \$10.00 in their PNA the following month.
- The ILC can work with you to develop a daily/weekly cleaning schedule and/or assist you in learning to clean if needed.

Homespace Home Inspection Expectations:

When completing a home inspection, staff will review the following areas and will determine if you do or do not pass. If your apartment needs improvement in 6 or more areas you will not pass.

- Front Porch
 - Free of trash and toys
- Kitchen
 - Walls are clean and wiped down
 - Floor is swept and mopped and free of debris
 - Sink is free of dishes and of all food particles
 - Countertops are clean and free of all food particles
 - Stove is clean and free of all food particles
 - Oven is clean and free of all food particles
 - Microwave is wiped out and free of all food particles
 - Refrigerator is clean inside and out and free of any spillage
 - Cabinets are neat and free of all food particles
 - Inside of garbage can is clean and free of order
- Family Room
 - All toys are put away neatly
 - Carpet is vacuumed/swept
 - Walls are clean
 - Furniture is neatly placed and free of toys, clothes, etc.
- Dining Area
 - Dining table is cleared, clean, and free of all food particles and spillage
 - Chairs are clear and free of items
- Stairwell
 - Stairs are vacuumed and free of toys and other items
- Hallway
 - Carpet is vacuumed and clear of all toys
- Bathroom
 - Sink is clear
 - Bathtub is clean
 - Shower walls are clean and free of soap scum
 - Toilet is clean inside and outside
 - Bathroom floor is clear and clean
 - Bathroom trash can is clear and not overflowing
 - Floor is swept and mopped and free of debris
 - All electric hair supplies are unplugged and put away neatly
- Adult Room
 - Bed is made up and clear of non-bedding items
 - Carpet is vacuumed and free of clothing
 - Clothes are put away neatly in dresser drawers
 - Closet is neat and closet floor is neat
- Child Room #1
 - Bed is made up and clear of non-bedding items
 - Carpet is vacuumed and free of clothing
 - Clothes are put away neatly in dresser drawers
 - Closet is neat and closet floor is neat
 - Toys are put away neatly
- Child Room #2
 - Same as child room 1

If you are sharing your townhome with a roommate you will both be responsible for cleaning the main living areas; please talk with the IL Coordinator if you need help talking with your roommate about a cleaning schedule that is fair.

Smoking is prohibited in all apartments. If any staff can smell smoke in your apartment, you will automatically fail home inspection and you will not have a chance to be re-inspected later in the week. You may lose your weekend pass. See Smoking/Drug Policy for more information.

If we find any contraband in your apartment (drugs, drug paraphernalia, alcohol, weapons, candles, etc.) it will be taken by staff and placed in the staff office. If the item is illegal to possess the police may be contacted.

If you damage your townhome in any way you will be charged for the damages!

Privacy

You are given the right to privacy in your townhome however Homespace reserves the right to enter any of its townhouses regardless if you are home or not. Every attempt will be made to notify you that staff will be entering the apartment. Staff will let themselves in if there is no answer so that safety can be ensured and work requests can be completed.

What To Do In An Emergency/Crisis Situation

Staff at Homespace want to ensure your and your child's safety at all times. Staff are trained in Therapeutic Crisis Intervention (TCI) and First Aid/CPR. We are a "hands-off" program and therefore staff will use verbal de-escalation strategies if a youth is in an emotional crisis. An Individual Crisis Management Plan will also be completed with you at intake so that staff are aware of your individual trauma history as well as any triggers and strategies that work well for you in a crisis. If you are witnessing another resident in crisis please follow any staff instructions given including leaving the area, going into your apartment and/or calling for assistance. During a medical crisis your assistance may also be requested. For example, you may be asked to call for help, ensure that all babies/toddlers are cared for, etc. If at any time you have questions or concerns as it relates to how staff handle crisis situations please speak with the Direct Care Worker Supervisors, Director of Youth Services and/or Director of Program Operations.

Your Money

SEFCU

When you move into the program you will be linked with SEFCU for your banking needs. Residents over the age of 18 will have both a checking and savings account. Residents under the age of 18 will be linked with a savings account. SEFCU is located on the corner of Main and Chippewa. All PNA's (Personal Needs Allowance), group checks and clothing checks will be deposited into your bank account and you can access this money using your debit card or go to the bank to withdraw money.

It is your responsibility to manage your account so that you do not overdraft! As soon as you turn 18 you MUST open your own checking account with SEFCU; the IL Coordinator can assist you with this. If you fail to maintain your bank account you will be paid in gift cards and/or have to shop with staff. If you are not able to open a bank account you will receive your money in check form however checks put be cashed with staff and at a bank; checks can NOT be cashed at corner stores or check cashing businesses.

Personal Needs Allowances

Every resident will be provided money to contribute towards their cost of living. Residents are encouraged to work to supplement the money given to them by Homespace. Residents can also earn additional money by attending groups, attending school and passing weekly townhome inspections. The breakdown of the base PNA is as follows:

Pregnant youth/single youth	<p>\$137.50 + \$55 for the cell phone on the first Tuesday of the month *you need to turn in your receipt by the 15th of the previous month</p> <p>\$137.50 + a bus pass (if eligible) on the third Tuesday of the month</p>
Youth with one child	<p>\$150.00 + \$55.00 for the cell phone on the first Tuesday of the month *you need to turn in your receipt by the 15th of the previous month</p> <p>\$150.00 + \$55.00 a bus pass (if eligible) on the third Tuesday of the month</p>
Youth with two children	<p>\$175.00 + \$55.00 for the cell phone on the first Tuesday of the month *you need to turn in your receipt by the 15th of the previous month</p> <p>\$175.00 + \$55.00 a bus pass (if eligible) on the third Tuesday of the month</p>
Youth with three children	<p>\$200.00 + \$55.00 for the cell phone on the first Tuesday of the month *you need to turn in your receipt by the 15th of the previous month</p> <p>\$200.00 + \$55.00 a bus pass (if eligible) on the third Tuesday of the month</p>

Homespace reserves the right to change the above amounts and policies at any time.

The allowances are given on the 1st and 3rd Tuesdays of the month. It is your responsibility to keep track of what dates you are due to receive your money so that you can appropriately budget. Also, you will be asked to work collaboratively with their IL Trainers to develop a monthly budget incorporating all of your sources of income. Please be aware that **the bank has until 5pm on pay dates to deposit**

your money! Therefore check your account before making any purchases. If you overdraw (even by a penny) you will be charged up to \$40.00 by SEFCU.

If at any time staff feel that you are not able to manage/budget your money appropriately, it may be held and you will have to shop for your needs with the assistance of staff.

Savings Program

Homespace is committed to teaching the residents who reside in the program the importance of maintaining a savings account in order to properly plan for their future. In addition, the Savings Account is used to enhance the Independent Living opportunities for youth that are successful within the Homespace SILP. In an effort to promote program compliance and personal responsibility, Homespace will provide a maximum of \$50.00 per month into a savings account with your name associated with it. This program will begin after you successfully complete your GAP period.

These funds are Homespace's only and will not be provided to you unless approved after a successful discharge. The following are deductions that will occur each month if you are not compliant with the program rules/expectations:

- \$2.00 per written violation (including curfew violations)
- \$5.00 for each failed townhome inspection
- \$10.00 per missed IL group
- \$50.00 AWOL

Along with the requirements you must meet in order to gain the savings account, it is important to note reasons why you would not be entitled to the savings money, which are as follows:

- Failure to provide a written 30-day notice prior to moving out of their apartment.
- Cause of extensive damages to the resident's unit or the surrounding property of Homespace.
- Discharged from the program due to a physical altercation with another resident.
- Discharge due to illegal activities, or suspicion of committing an illegal act.
- Discharge from the program due to a serious and potentially compromising verbal threat made to a staff or resident.

Once you are fully discharged from the Homespace SILP, the IL Coordinator will conduct a walkthrough of the unit to determine any damage that may have been caused or any cost to clean the unit; this cost will be subtracted from the final Savings Account transfer.

A \$25.00/hr. fee will also be charged if the townhome is not cleaned out at the time of discharge. The degree of cleanliness will be determined by the ILC and Maintenance staff.

** Please note that you will not receive your savings tracker money until 1-2 weeks AFTER discharge. This money should NOT be counted on for your first month's rent or security deposit. If you do want to use this money for a moving truck please speak with your Case Planner as staff is not able to move your items at discharge.

Bus Passes

Your district of origin can provide you with a monthly bus pass if you are working and/or in school a minimum of 10 hours per week. You MUST provide the IL team with your work/school schedule to be eligible for this program. If you do not qualify for this, please speak to the Independent Living Trainers about alternate arrangements. If you are eligible for this program you will receive a bus pass on the third Tuesday of each month. It is your responsibility to keep track of your bus pass, if you lose it Homespace will NOT replace it! In addition, there are no bus tokens for those residents that are eligible for the monthly pass.

In order to receive a bus pass you MUST provide the IL team with your previous bus pass from the month prior. This way we know that you are not selling your pass and that you are using it appropriately

Other Transportation Needs

Homespace is a SILP and therefore we expect you to be able to be independent with getting to/from your appointments. Homespace staff may provide transportation, if needed and arranged for in advance, to important appointments.

Clothing Allowances

You and your child(ren) will receive a clothing allowance every 3 months. The amount is based on your/your child's age and the amount of days that you have been in the program during that 3 month period. You are responsible for shopping on your own and providing staff with receipts. If you fail to provide receipts after clothing shopping you may have to be accompanied by staff the next time.

Cell Phones

Homespace does not provide you with a cell phone; it is your responsibility to purchase one. Homespace will reimburse you up to \$55.00 per month for the cost of your phone service. It is your responsibility to provide the IL Coordinator with your receipt by the 15th of each month in order to be reimbursed; if you do not provide a receipt you will NOT be given the \$55.00. This money is added to your PNA the month after the receipt is provided. Use of the office phones will be on an emergency basis only so be sure you have a working phone at all times. All resident's phone numbers will be kept confidentially in the front office so that we have a way to contact you; please update this number as needed with staff.

Educational Needs

It is expected that all Homespace residents are working on their educational goals while at the program! Staff will be checking on school attendance weekly and your participation in the program may be at risk if you are not attending school.

School Incentive Program

Homespace encourages all residents to attend school on a consistent basis. In order to support and encourage attendance you can earn \$25.00 every two weeks by turning in signed attendance sheets to your Case Planner (college students receive incentives for grades at the end of each semester). The sheets must be signed by your teacher and your schedule each semester must be submitted to verify your classes. You must have perfect attendance for those two weeks to be eligible for this program. Please see your Case Planner for more information on the program. Attendance sheets can be found in the hallway outside of the Case Planner offices.

Your Community

Supervision of Children/Babysitting

It is each parent's responsibility to ensure the safety of their own child (ren). Children should be supervised at all times and should NEVER be left alone in your townhome. It is also the parent's responsibility to get their child on/off any daycare/school bus each day. Staff WILL NOT buzz your apartment to inform you that the daycare bus/van is outside, it is your responsibility to be waiting in the front office or make arrangements with the transporter to contact you via cell phone when they have arrived.

Homespace does not encourage, support, nor will assist with mediating problems of babysitting other residents' children and staff will not be responsible if you agree to watch another residents' children and they do not return when they had stated. If you are leaving your child in the care of someone else please make sure that residents has all needed supplies for your child and a way to contact you in the event of an emergency. In addition please provide a time when you will return. If you agree to babysit, understand you are responsible for that child until the parent returns. Please remember that guests are not allowed in your townhome when you are not home and therefore if a family member and/or friend cannot babysit at Homespace.

*Please speak with your Case Planner prior to making any childcare arrangements!!

If you are babysitting a child not in our program please alert the front desk. Children under the age of 14 are not permitted to spend the night unless they are a sibling. This MUST be approved prior to an overnight by your Case Planner.

Daycare

The county may pay for your daycare but only if you are able to prove you are working and/or attending school. Daycare will only be provided for those hours you are at work and/or school. If you need daycare please work with your Case Planner to identify a center that is approved by the county.

Confidentiality

Confidentiality is an important aspect of the program that is guaranteed for each individual. This is not only the responsibility of staff but also of each resident. It is prohibited to discuss the names or business of any resident while outside of the Homespace community. This includes verbally or through

social media. This is to ensure the safety and dignity of each resident. Any person found in non-compliance of this rule may be asked to leave the program.

Personal Belongings

Each resident is responsible for their own belongings. If you agree to lend out a personal item to another resident you take full responsibility for this; Homespace will not replace lost, stolen or broken items! Please lock up valuables when you have guests over and keep your door locked at all times. If you are involved in a theft you are encouraged to file a police report and they can follow up as needed. For safety reasons other residents will NOT be allowed into your apartment if you are not home even if you call and give permission.

Mediation with Other Residents

You are encouraged to talk with staff if you are having difficulties with another resident. Staff can offer mediation between you and other residents if needed. Homespace will not tolerate bullying of any kind including physical violence or verbal harassment. Any acts of physical violence and/or harassment on or off of Homespace property may result in removal from the program; this includes harassment through social media!

Interactions with staff

You are expected to work with all members of the Homespace team. If you are having a personal conflict with any staff member you are encouraged to talk to them respectfully and openly. If the situation is not resolved you may then ask to speak to their supervisor. If you are not able to work with ALL staff, you may be asked to leave the program. Verbal and physical intimidation of staff will NOT be tolerated.

If there is a situation with staff you will be required to participate in a Life Space Interview (LSI) with that staff member. This LSI will help in teaching new coping and communication skills to be used in future interactions.

Sexual Harassment

Intimate relationships with other residents that live at Homespace are highly discouraged. In addition, any sexual harassment of another resident either in person or through social media is grounds for immediate discharge from the program. If you feel that you are being harassed by another residents you should speak with your Case Planner immediately.

Noise Control

Quiet hours are between the hours of 10pm and 9am. During this time you are not to have loud music, loud conversations, etc. Even outside of these hours please be respectful to your neighbors and remember that your walls are thin.

Meetings and Groups

Service Plan Reviews

A minimum of every 6 months you will meet with the Clinical Team, your county worker and/or your adult supports to review your strengths and accomplishments. This is also a time to develop new goals for yourself. Individualized Treatment Plans will be created so that everyone, including you, have an understanding of the plan to meet your needs.

*****Your are NOT allowed to be on your phone during any groups or meetings*****

First Aid/CPR

All SILP residents are required to be trained in First Aid/CPR every 2 years. This training will be offered several times per year and it is your responsibility to sign up for a class that fits with your schedule.

Youth In Progress

Youth In Progress (YIP) is an advocacy group for youth in out of home placement. This group meets monthly at various agencies throughout the area. Homespace staff will transport to all meetings and events and you are encouraged to attend often. If you want to become involved with this group please see your Case Planner. Youth Handbooks and Need To Know Series are available for you outside of the Case Planner office.

Additional Groups/Activities

Homespace likes to provide you with a wide variety of events and activities to participate in. Along with weekly groups, events may include recreational opportunities, educational opportunities, skills groups, etc. All activities will be listed on the activities board located in the front office area. If you want to attend an activity it will be your responsibility to sign up. Be aware that if you sign up for an event that has a cost associated to it and you do not show on the day of the event you WILL be held responsible for the cost of that activity. Childcare will not always be provided by Homespace for the extra events so be aware that you may have to arrange your own childcare to participate in adult only activities.

If you are not in good standing with the program (i.e. have been missing meetings, have damaged property, are on behavior support plans, etc.) you may not be able to participate in all scheduled activities.

Group Policy

Homespace is dedicated to enhancing the lives of residents who reside in the program by instilling in each resident appropriate and adequate independent living skills. This is partly completed through weekly group sessions to ensure that you can manage daily life activities when you leave the program. You will be compensated for your participation to help with your budget. By attending the mandatory group session you will receive \$10 if group rules are followed with appropriate behavior.

Please note that there are 2 group schedules each month – one for our Single SILP Residents and one for our Mother-Baby SILP Residents. Single SILP groups are scheduled weekly and mother-baby groups are scheduled every other week.

Homespace Group Rules are as follows:

- Be Respectful of each other, staff and speakers at all times: foul language and abusive behavior are not allowed.
- One person talks at a time
- What is discussed in group, stays in group; No talking about each other's business
- Be on time; 15 minutes late results in no admittance–Unless discussed with IL Coordinator before group.
- No talking or answering cell phones or texting during group; must be on silent/vibrate.
- No visitors during group; cannot remain on property, can leave and come back.
- No leaving group, except for an emergency.
- Group discussion is always encouraged, but side conversations with friends are not allowed.
- All children over 6 months of age are NOT allowed in the group; residents must have alternative child care or utilize agency provided child care.

If these rules are not followed, deductions can be made from the \$10.00 group stipend.

In addition since there are many options for different workshops and community groups you will be given \$5 for any extra group you attend with the IL coordinators approval.

If you miss group without a valid reason, you will lose visitor privileges until they next group.

There are no visitors during group.

Please check your group calendar for times and be on time. A copy of the group calendar is given to you WELL in advance and is also posted by the front door.

Parenting Support

Residents who are pregnant or parenting will be linked with a Home Visitor through CAO Early Head Start, Buffalo Pre-Natal Perinatal Network or another community based program. You will be required to be active with your Home Visitor and meet with them as scheduled. Parents will also develop parenting goals with their Case Planner and complete Ages and Stages Assessments to ensure the developmental needs of their children are being met. All parents in our program are encouraged to receive WIC to supplement their PNA.

Mommy and Me Program

The Mommy and Me Program was designed to support the educational needs of our residents and their children. Residents enrolled in this program will be provided transportation daily to school and daycare. To apply for this program please speak with your Case Planner. If you fail to be consistent with school attendance you will not be eligible for this program. The Direct Care Worker Supervisor

and/or the Mommy and Me DCW at Second Chace will be responsible for coordinating all transportation schedules for this program.

Individualized Treatment Plans

Every youth in our program will continue to have an Individualized Treatment Plan. These plans are developed with your Case Planner and include the goals you have for yourself, how often we meet with you, what other services may be recommended for you and contacts for other providers. These plans guide our visits with you and it is expected that you are working on the outlined goals the entire time you are in our program.

Homespace Policies and Procedures

Signing In/Out

Once you have moved into your townhome you are now considered a Homespace resident. Staff will sign you in/out on the sign-in board located in the front office whenever you are entering or leaving the building. Staff will also sign in/out any children. You should be sure that staff are aware when you and/or your child is leaving and what your destination is so our board is up-to-date. This is for safety reasons and can affect your violations; if we do not have you signed in you may be written up for a curfew violation.

Curfew Policy

Residents on GAP have a 9pm curfew every day.

All residents, regardless of their age, will have a curfew of 10pm on the weekdays (Sunday-Thursday) and 11pm on the weekends (Friday and Saturday).

Please note that curfew times can be lowered by staff at any time if you are not in compliance with the program.

Residents that are not following curfew will be placed on a Behavior Support Plan.

Curfew for residents not on GAP will be determined by the clinical team based on their individual needs.

** If your schedule requires that you leave Homespace prior to 7 am, please notify social work staff.

AWOL

Residents under the Age of 18

- If a resident under the age of 18 does not return for curfew excluding approved weekend passes, every effort will be made to contact you. This includes calling your cell phone and your emergency contacts. **If no in person contact is made within 24 hours, you are**

considered AWOL and a missing person; report and/or attempt to locate report will be filed with the Buffalo Police Department. As per OCF's Regulations, the Justice Center will be contacted and the the Center for Missing and Exploited Children may also be contacted. If your child is with you the police will be notified as well as CPS. In addition, a PINS warrant may be filed.

Residents over the age of 18

- If a resident over the age of 18 does not return for curfew excluding approved weekend passes, every effort will be made to contact you. This includes calling your cell phone and your emergency contacts. **If no phone contact is made with 48 hours or staff feels that you may be in danger a missing person; report and/or an attempt to locate report will be filed with the Buffalo Police Department. As per OCF's Regulations, the Justice Center will be contacted and the Center for Missing and Exploited Children may also be contacted.** If your child is with you the police will be notified as well as CPS.

The police and/or county workers may be contacted sooner if there is a sense that you may be a danger to yourself or others *

Please also note that if you are gone for more than 7 days you will be discharged from the program

Out of Program

If a resident is over the age of 18 and does not return to the program but remains in contact with staff via phone calls or text messages they are considered out of program. This out of program status will be shared with the Case Planner. No police report or Justice Center report needs to be filed however youth who are out of program may be placed on a Behavior Support Plan and are at risk of being discharged from the program. If a youth is out of program for more than 7 days without permission they will be discharged according to our county contracts.

*****Each county may have different rules about AWOL procedures, please make sure you are aware of the rules that apply to you*****

Weekend Passes

Residents on GAP are NOT eligible for weekend passes.

Weekend passes allow you to be off Homespace property for the weekend. Residents over the age of 18 automatically get a weekend pass at the beginning of the week however this pass can be taken away if you do not follow program rules/policies during the week (i.e. miss curfew, fail townhome inspection, etc.). A weekend pass allows you the opportunity to spend the night at another's person's home. The weekend pass does not allow you to disregard curfew and come and go as you please during the night. Therefore, if you do not have plans to spend the entire evening somewhere else then you must return to Homespace by your curfew and you will be expected to stay home until the next

morning (7am at the earliest). Weekend passes are to spend the night with those friends and adults that are supportive to you, therefore if staff feel that you are not going to safe and/or appropriate places on the weekends your passes, regardless of your age, may be suspended. ***Please be aware that residents under the age of 18 may not be eligible for a weekend pass; all plans must have prior approval from your parent and/or guardian. Staff may also have to psychically see the home you are staying in prior to an approval of a weekend pass.***

Extended Leave/Travel

You can ask for an extended leave from the program if you wish to spend time with family, go on vacation or to recover from the birth of a child, surgery, etc. The granting of extended leave is up to the Clinical Staff and not a guaranteed right. If you are going out of the county during your leave you MUST get a travel consent signed by the county and/or your parent/guardian if you are under the age of 18. If you are over the age of 18 you may sign your own consent however this must be provided to the county a min. of 3 days prior to you leaving. Extended leave for a resident cannot exceed 7 days unless permission is given by your county worker! If your child is leaving for a period of more than 2-weeks (i.e. visiting with family for the summer) you must inform clinical staff as this would affect your PNA and clothing allowance.

If you are staying with a friend and/or family member after the birth of your child, clinical staff and/or a county worker may have to visit in that home prior to permission being granted to ensure proper sleeping arrangements.

Medical Leave

If you have a medical crisis and need to be absent from the program for more than 7 days you must submit proper documentation prior to leaving or upon returning to Homespace. Proper documentation must also be given to staff if the resident is called upon to care for a family member during a family crisis.

*Always try and alert Homespace staff of a medical crisis when it occurs so that staff is aware of your whereabouts and can ensure your safety.

Green Passes

Green passes are awarded for being energy conscious. Each month the bills will be totaled and averaged, you will earn a pass if your bill is lower than the average. The green passes are given on or around the date the bill is "due" to be paid. There are different types of green passes that you can earn, such as a free laundry day or a free pass to miss group, etc.

Ways to Save on Gas Bill (National Fuel)

- Thermostats are preset at 72 degrees in the cold months; they can't be adjusted. Dress warmly! If you tamper with the thermostat you will be charged \$20.00!
- Seal up the house – Keep doors and windows closed. You can ask for plastic to be put on your windows to cut down on drafts.
- Open blinds during the day to allow sunlight in and close them at night to reduce chill.

Ways to Save on Electric Bill (National Grid)

- Turn off lights when you are not using them

- Cut back on the lights you use – turn lights on only in room you are using at that time
- Maintain your refrigerator – open door briefly while getting food, don't leave open for long periods of time – Adjust the cold control to the energy efficient setting.
- Turn off fans and TVS when not using them – and when not home.
- Unplug appliances when not in use – gadgets like a cell phone charger or microwave suck energy and generate heat when attached to a power source.

***** DO NOT USE YOUR OVEN TO HEAT THE HOUSE!!!! *****

Visitor Policy

- Visitor curfew is ½ hour after your curfew time.
- In an effort to reduce confusion, visitors will not be allowed to sign into your apartment if it is ½ hour before the visitor curfew time.
- **Visitors must be screened by Clinical Staff prior to visiting in your Townhome.** At that time the visitors photo ID will be copied.
- *Please be mindful that Clinical Staff may not always be available to screen a visitor. Therefore you should plan to have guests screened and make an appointment with a Clinical Staff member. Visitors over the age of 16 will provide valid photo identification each time that they visit. If they have no photo ID staff will not allow them to visit.
- Visitors will sign in and will sign out each time they are visiting – it is your responsibility to ensure that this occurs!
- Visitors will follow all policies of the program while visiting. If any policies are broken the visitor may be restricted from Homespace property.
- Visitors are not allowed to be left alone in your apartment at any time.
- You can have a maximum of 2 female visitors per time in your Townhome unless prior approval is given.
- You can have 1 non-relative male in their Townhome at a time.
- **You can only have a total of 2 visitors at a time; this includes other H\$ residents!**
- If a guest refuses to leave at the designated time and/or is a prohibited visitor on the property, the police will be contact for trespassing. If the police are ever contacted regarding a visitor, that visitor will be a prohibited guest.
- Although staff will respect your privacy, if a staff member feels that you are in danger and/or is noncompliant with rules while a guest is in your home (i.e. guest refusing to leave, suspected use of drugs/alcohol, etc.) staff have the right to enter your apartment.
- Homespace reserves the right to refuse any visitor if it is felt that there may be safety concerns.
- You or a staff member must escort your visitor from the front office area to your apartment. Staff may buzz your apartment when a guest is up front, if you do not want this to occur, please notify front desk staff.
- **Residents are not permitted to have guests during the week before 3pm.** An exception to this rule may be given to new moms during the first 8 weeks. Please speak to your Case Planner if you have questions.

Residents on GAP are not eligible for visitors!

Residents who have lived in the program for 1-3 months are permitted to have 3 screened visitors (not including immediate family and/or adult permanency resources).

Residents who have lived in the program for 3+ months are permitted to have 5 screened visitors (not including immediate family members and/or adult permanency resources).

Visitors are a privilege of the residents at Homespace. Therefore if any of the above policies are not followed by a resident Clinical Staff will meet with that resident to discuss the concern. Homespace is responsible for the safety and well-being of all of the residents residing in the program and visitors and/or residents that may jeopardize the safety of anyone in the program is taken very seriously. Therefore, continued violations of this visitor policy and/or a violation that causes a serious threat to safety could result in a resident being asked to leave Homespace.

If there is an unauthorized guest on our property the police will be contacted and they will be charged with trespassing.

Visiting Among Other Residents

Although we encourage friendships among our residents we do not want you visiting in each others apartments for extended periods of time. **At no time are you permitted to sleep in another resident's apartment. At no time is your child permitted to sleep in another resident's apartment.** You and your child(ren) MUST be in your own apartment by curfew. If there are any issues while residents are visiting with one another this privilege will be taken away and may affect your ability to have outside visitors as well.

Sibling Overnight Policy

In an effort to promote sibling bonds Homespace does offer overnight visits between residents and their birth siblings. Residents on GAP are not eligible for sibling overnights! The following rules/regulations must be followed when utilizing this privilege:

- Residents will be required to meet with the Case Planner in advance to discuss the appropriateness of the sibling visit and complete a "Sibling Overnight Visit Form" – these forms will be kept in the visitor binder in the front office.
- The Case Planner will meet with or call the minor sibling's parent and/or guardian prior to any visit to get approval and complete the information on emergency contacts, curfew during visits, etc.
- Residents are allowed to have their siblings spend the night a maximum of 5 times per month – these should be recorded on the "Sibling Overnight Visit Form" that is located in the Visitor Binder.
- Residents are required to inform the front office staff prior to overnight visits or as they are signing in.
- If any issues and/or concerns arise during the visit staff are to contact the sibling's parent and/or guardian. Residents and siblings are also made aware that if problems arise during visits overnight visits may be terminated and/or restricted.
- Male siblings over the age of 14 are NOT permitted to have overnight visits.
- Youth in High School or GED programs may not have overnight guests Sunday- Thursday.

***As with other visitation having your sibling; spend the night is a privilege and not a right. If you and/or your sibling is not following program rules/policies you will not be eligible for this privilege.**

***Pre-approved siblings will be on a green sheet of paper in your visitor binder. If there is no green sheet of paper for the sibling you want to spend the night they will not be permitted to stay – NO EXCEPTIONS!**

Female Overnight Policy

In an effort to promote positive female friendships, Homespace does allow overnight visits between residents and preapproved female friends. Residents on GAP are not permitted to have female overnight guests. A section in the Visitor Binder has been developed to keep track of these visits. The following are the rules/expectations regarding female friend overnight visits.

- Residents will be required to give the front desk staff the name of their female overnight friend in advance of any overnights – this may occur as they are signing into your townhome.
- Overnight guests will be screened using the same visitor screening packet as other visitors.
- Overnight guests will be required to have a photo of themselves taken by the person screening them - this photo will be kept in the visitor binder as reference for other childcare workers.
- If the female overnight guest is under the age of 18 the Case Planner will have to meet in person or call their parent and/or guardian before any approved overnights – the curfew for this visitor will be depend on their parent/guardians request.
- Residents are allowed to have their approved female overnight guests spend up to 3 nights per month – these will be recorded in the Visitor Binder.
- Once the 2 female overnight guests are chosen they will remain the same – residents will not be able to change their approved guests on a regular basis.
- If an issue occurs during an overnight visit (i.e. fighting, curfew violation, violation of alcohol/drug policy, etc.) the resident's overnight guest privilege will be revoked.
- All rules and agency policies must be followed at all times during the visits.
- Youth in High School or GED programs may not have overnight guests Sunday- Thursday.

***Pre-approved female visitors will be on a pink sheet of paper in your visitor binder. If there is no pink sheet of paper for the friend you want to spend the night they will not be permitted to stay – NO ACCEPTIONS!**

***New female friends can only be added every 3-months; they will be reviewed at your quarterly meeting and/or SPR.**

***Intimate partners of either gender can't spend the night.**

***As with other visitation having your female friend; spend the night is a privilege and not a right. If you or your friend is not following program rules/policies you will not be eligible for this privilege.**

Drug/Alcohol Policy

Homespace is a drug and alcohol free environment. If you and/or staff feel that you have concerns with drug and/or alcohol use you will be referred and must complete drug counseling to remain at Homespace. If you do not comply a 30 day notice will be given. Guests must also follow this policy and may be denied visiting privileges if they are under the influence of drugs and/or alcohol. Please note that if you are found to be under the influence while caring for your children, Child Protection Services will be contacted. In addition, the police will be contacted if you have illegal substances on Homespace property. Please note that because all residents are under the age of 21 years old (the legal drinking age), alcohol of any form is considered an illegal substance and is not permitted on Homespace property.

Drug use on Homespace property is taken very seriously. Our property is a drug free zone and we reserve the right to monitor this by OCFs as well as the Buffalo Police if needed *

Cigarette Policy

There is no smoking in the individual units/apartments. If a resident is a smoker it is expected that the resident smoke off Homespace property. If a resident is caught smoking or their apartment smells like smoke, a meeting with the clinical staff will be held, and consequence determined case by case.

Smoking is prohibited in all apartments. If any staff smell smoke in your apartment, you will automatically fail home inspection and you will not have a chance to be re-inspected later in the week. You will lose your weekend pass. In addition, a smell of smoke in your apartment will result in a cleaning fee that will be taken out of your PNA. The fee is as follows: first offense- \$10, second offense- \$15, third offense- \$20, fourth offense- \$25.

Domestic Violence Policy

The purpose of this policy is to establish agency protocols should there be a Domestic Violence incident at Homespace. This policy has been put in place for the safety of all residents and their children's best interest.

Homespace Corporation and all of its employees strive to promote healthy relationships. In the event that there is a situation that becomes physical between a resident and their guest, 911 will be immediately called.

The guest directly involved in the situation will not be able to return to Homespace Corporation premises until there is a meeting is conducted with the Clinical Supervisor and whomever he/she seems appropriate.

All Homespace employees have embraced the Trauma Informed Care Model of treatment and understand that relationships are very important to our residents. Depending on the seriousness of the situation decisions will be made for continuing visitation. The following will be adhered to:

- If the resident is 18 years of age or older and the situation is related to the child's birth father, 1st offense – potential for continued visitation after meeting (depending on seriousness of situation)
 - 2nd Offense the violator of this policy will not be permitted back on Homespace property.
- If the resident is 17 years of age and the situation is related to the child's birth father, 1st offense potential for continued visitation after meeting (depending on seriousness of situation).
 - Scheduled supervised visitation with birth father only.
 - Recommended couples counseling.
 - 2nd Offense the violator of this policy will not be permitted back on Homespace Property

The Homespace team reserves the right to revoke all visitors to ensure the safety and well-being for everyone involved. Incidents of domestic violence that occur off property may also result in a guest being removed from your approved visitor list.

Discharge From the Program

Successful Completion Transition

You are able to initiate a discharge from the program at any time; you can do this by talking with your Case Planner. It is recommended that you speak with your Case Planner often about your discharge plans so that the transition can be as smooth as possible. A Transition Form will also be completed upon entering the program and updated quarterly to assist with this process. You have several options at discharge including but not limited to: 1. Being referred to another program within the foster care system 2. Being referred to Second Chance for more support 3. Being discharged to your own apartment on a trial and/or final discharge status and 4. Being discharged to a family member. Please be aware that in order to receive any money from the HS savings account that you may have earned during your stay at Homespace you must give Homespace a 30-day notice of your move as well as be discharged "successfully" (not staff initiated due to noncompliance).

All personal belongings must be removed from the townhome within 5 days of your discharge date. Any items left after this time may be thrown out and/or donated. Please remember that you must move your belongings between 9am-5pm Monday-Friday (business hours).

Immediate Referral Out Of The Program/10-Day Notice

The safety of all of our residents are our first priority. **Any action that violates another person's health, safety and/or well-being will be taken seriously and will result in a 10-day notice of discharge. This includes fighting on or off the property with another resident, threats of harm to another resident or staff member, sexual harassment of another resident, sale of drugs on property or a crime against another resident or staff member.**

When an immediate discharge does need to take place the Case Planner, along with the Director of Youth Services and county worker, will work together to find a suitable placement option for the resident. All belongings must be moved out of the townhome on the discharge date and an exit interview will occur. All keys must also be returned on this date. When a resident is referred out of the program in this manner the resident will not be allowed back on property; this includes being a screened visitor for another resident.

Behavior Support Plans

If you violate a policy of Homespace you will be placed on a Behavior Support Plan. These plans outline the behavior that needs to be changed in order for you to remain in the program. These plans are shared with your county worker as well as your attorney. Behavior Support Plans are put into place for 30 days. After the 30-days they will be reviewed as a team. If you have not made the necessary changes outlined in the plan you will be given a 30-day notice of discharge.

Behaviors that will result on being placed on a Behavior Support Plan include: Refusal to attend counseling when recommended, non-compliance with medication as recommended, continued failure of home inspections, purposeful damage to your townhome or community space, failure to attend school or work, conflict with another resident (not including physical conflict), conflict with staff (not including physical conflict), failure to attend weekly meetings with staff, failure to attend groups, failure to comply with your curfew, smoking on the property, failure to comply with the visitor policy and/or use of drugs or alcohol(not including sale of drugs on property).

Move-out Procedure

The following is a checklist to be used upon your departure from your Townhouse. Please be advised that you will be responsible for complying with this list if you wish to receive your Savings money set aside for you by Homespace Corporation. This final inspection must be scheduled with Independent Living Coordinator 48 hours after your move out date. At the time of this inspection your apartment must be totally empty of all personal belongings, trash and completely clean. Apartment keys, room keys and mailbox keys need to be turned in at this time.

Kitchen:

- All kitchen cabinets must be cleaned inside and out.
- Countertop and sink area cleared and cleaned
- Refrigerator and Freezer emptied and all shelves and drawers wiped out.
- Stovetop and range cleaned. No food debris left in oven and broiler pan cleaned.
- Walls wiped and cleaned; no grease above oven.
- Floors swept and mopped.
- Microwave and deep fryer present and cleaned out thoroughly.

Living room/Dining Area:

- Windows, sills and blinds cleaned.
- Rugs are vacuumed and floors are free of debris.
- Dining room table and chairs are wiped down.
- Couch and loveseat are clean and free of stains.
- Walls are wiped and clean with no holes.
- TV and remote are intact.
- All other furniture provided by HS is present, clean and in good condition, besides normal wear and tear.

Bathroom:

- Wash tub, shower, sink and toilet thoroughly using proper cleaning supplies such as Comet, Bleach, Clorox etc.
- Drains should be free of hair, soap and other debris.
- Empty and clean medicine cabinet. Clean mirror.
- Towel racks, toothbrush holder, shower rod and other hardware are intact and cleaned.
- Floor is mopped and free of debris.
- Garbage is empty.

Bedrooms and closets:

- All bedrooms are fully emptied and HS furniture remains.
- All furniture is in good working condition and is clean.
- Dressers are fully emptied out and drawers are cleaned out and wiped down.
- ALL closets are empty.
- Rugs are vacuumed and free from all debris and garbage.

Overall Apartment Requirements:

- The apartment should smell clean! Strong odor and/or the smell of smoke will require further maintenance and must be paid for by the resident.
- Damage to the apartment requiring maintenance will be charged to the resident. This includes but is not limited to: Holes in the wall, damage to blinds, broken furniture, stains in rugs and/or furniture, burn holes etc.
- All closets must be emptied.
- All garbage must be removed.
- All doors and windows are in working condition and free of damage.

The following items are the property of HS and must remain in the apartment upon vacating:

- Microwave
- Deep Fryer
- Broiler pan in oven
- TV, remote and all cords
- Dining room set (including 4 chairs)
- Couch and Loveseat
- Vacuum cleaner
- Air conditioner (if applicable)
- Blinds
- End Tables
- Lamps
- Bed, Frame, mattress and box spring
- 2 Dressers
- Nightstand
- Child's bed, Crib and dressers (if applicable)
- Keys (apartment, room and mailbox)

Staff will complete an exit inspection of the apartment with you prior to leaving. If you do not pass this inspection a fee of \$50.00 will be taken from your savings account to pay for clean-up and/or repair of the townhome. Additional fees may be applied for extensive damage done to the property.

Access to File

At the time of discharge staff will ensure that you have the following documents: Birth Certificate, Social Security Card, Medicaid Card, Picture ID and your high school diploma (if applicable). You may also request any other forms at that time. If you want to have access your file after your final discharge from the program you may do so by making a request in writing to Homespace staff. Your records will be available to be picked up within 10 business days of the written request.

Assistance With Moving

Homespace staff will not assist with moving you to your new home. You should plan to have help from friends and/or family members. Again, moving must occur during business hours. If you do not have access to a van to move your items in, please talk with your Case Planner when you give your 30-day notice.

Money After Discharge

The following is a summary of the money that you will receive at and after discharge from Homespace:

- PNA is only given for the nights that you have stayed at Homespace and therefore you will not be eligible for your PNA past the last night that you stay at Homespace; please plan accordingly for this as it may affect your budget.
- If you turned in a phone bill by the 15th of the previous month you would be eligible for this reimbursement in full.
- Any clothing allowance that you have accumulated will be given to you in check form after your discharge date.
- Any savings account money that you are eligible for will be sent to you in check form.
- If you are leaving care on a trial and/or final discharge status you will no longer be eligible for your IL check from the county.

** In order to receive any money, you will need to provide a forwarding address.

Other After-Care Services

Again, please speak with your Case Planner often about your discharge plan and services that you may need at the time of discharge. Referrals can be made for in-home and/or community support services after discharge if you would like to continue to work with someone on your goals. The following are other considerations when planning your discharge:

- Your healthcare will remain until the age of 26. If you are 3 months to your 21st birthday at the day of discharge please talk with your Case Planner for assistance in continuing healthcare.
- Payment for your daycare may not continue after discharge from the program. Please speak with your Case Planner and/or County Worker prior to discharge about a referral to the daycare unit if needed.
- If you were in care on your 18th birthday you will be eligible for ETV (Education Training Voucher). Please see your Case Planner for more details if you plan to continue your education passed your high school diploma or GED.

**Homespace prides itself in making each resident's
experience unique to their individual needs.
Therefore, staff reserve the right to change or alter
any policies as needed.**

My signature below indicates that I have read and understand all policies and procedures outlined in the Resident Handbook.

I have also been given a copy of the Handbook and know who to talk to if I have questions about any of the policies and/or procedures.

Resident Signature

Date

Homespace Staff Signature

Date