

CLIENT MEMO

CHANGES TO ATTENDANCE & HOUSING CREDIT GUIDELINES

FEBRUARY 7TH, 2023

HOUSING CREDIT SYSTEM CHANGES

Clients residing in recovery housing and receiving a credit toward program fees must abide by Elite Recovery's housing credit guidelines. These can be found in your Client Handbook received via email at intake. We have included some of the key points here, as a reminder and renewal:

- **Clients cannot move in or change houses without prior approval from Elite Recovery. Elite is under no obligation to pay credits due to housing changes mid-month or those that occur without Elite's knowledge or involvement. Elite does not issue credits to more than one housing partner per month.**
- Clients must attend services to earn their full housing credit.
- Payment is only made if Elite Recovery is aware of the client's presence in the house, approved of the arrangement and has a partnership with the housing provider. New partnerships are possible but must be confirmed prior to moving in and payment.
- Housing credits are earned according to Elite's attendance guidelines, included in the next section.

ELITE RECOVERY ATTENDANCE POLICY

Attendance Policy

Attendance of treatment programming is essential. Absence from any treatment service is considered a therapy-interfering behavior because it has a detrimental impact on the effectiveness of the therapeutic process. Therapy-interfering behaviors are addressed as part of the treatment planning process and incorporated in any Mutual Accountability Agreement that may be drafted.

Attendance Guidelines

1. **Elite Recovery does not have excused absences.** Attendance is required at all sessions, including the following:
 - a. Group Services
 - b. Individual Counseling (whether with LADC, Mental Health Therapist, Dietitian, Physician, etc)
 - c. Peer Recovery Support
 - d. Treatment Coordination Appointments
2. **To provide the most effective therapy services, clients are asked to prioritize treatment over all other obligations.** While we recognize it is challenging to juggle life's many obligations, for many people, Substance Use Disorder is quite literally a life-threatening problem, and can be fatal if not adequately treated. Additionally, the illness will continue to negatively impact all life areas without appropriate intervention. Prioritizing treatment first has demonstrated the best outcomes.
3. **All treatment sessions missed must be made-up the same week they are missed by attending Saturday Makeup Group.** All sessions must be made-up without exception, regardless of the reason for the absence, the same week they are missed. Information about Saturday Makeup Group is included later in this section. Exceptions to this policy can only be granted by the Program Supervisor or Program Manager. **This means that you are only able to make up one treatment day per week, so absences of multiple days will be impactful to your housing credit and treatment status.**
4. **We will communicate our attendance expectations proactively and consistently.** You will likely receive reminders and messages of inquiry from multiple staff whenever you miss services. This is designed to provide support and accountability throughout the treatment process.

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5. **Elite Recovery does not allow out-of-town vacations or trips that interfere with treatment during the primary treatment phase without prior approval.** Primary treatment (the first stage of treatment that usually lasts 12 weeks) is intensive and requires your full attention and engagement. Pre-planned trips must be discussed prior to, or at the time of intake, and are subject to approval by the Admissions Director. Depending on the circumstances, to ensure the most effective treatment possible, you may be required to wait to start treatment until after your trip. Trips during the later stages of treatment may be considered depending on specific client circumstances. Exceptions to this guideline can only be granted by the Program Manager or Director.
6. **Specific Guidelines for clients receiving Recovery Housing Credits**
 - a. **Housing Credits (if applicable) are earned through consistent attendance.** Clients can earn up to \$550 per month of credit paid directly to one of our Recovery Residences based on attendance.
 - b. Clients can only earn their full housing credit by attending all scheduled services. Elite Recovery will deduct an amount from your monthly housing credit (paid the next month) for any absences that were not made-up from the previous month.
 - c. **Clients who miss groups may have their Housing Credit removed or reduced.** Clients with a pattern of inconsistent attendance who have not responded to other interventions may lose their housing credit or have it permanently reduced.
 - d. **Clients with 3 missed Saturday Make-up Groups will have their housing credit permanently reduced to a lower tier.** This decision will be based on accumulated absences as reported by staff and our tracking system.
7. **Specific Guidelines for clients not receiving Recovery Housing Credits.**
 - a. Moving through the stages of treatment requires adherence to hours and intensity. Missing treatment hours makes it harder to meet your goals and will extend the treatment process.
 - b. Hours missed are required to be made-up as per Item 3 above.
 - c. Inconsistent attendance may result in a Mutual Accountability Agreement or discharge from the program.
8. **Elite Recovery communicates absences proactively with external stakeholders.**
 - a. Recovery Residence Partners are considered members of the treatment team and we communicate attendance with them on a regular basis to provide the best support.
 - b. Residence Partners will be made aware of missed sessions and make-up requirements on a weekly basis.
9. **Mutual Accountability Agreements** are considered part of the treatment plan. They are used to document therapy-interfering behaviors and collaborate on solutions. They must be followed to successfully complete treatment and should be referenced regularly to ensure consistency. If the terms of the Accountability Agreement are not maintained, clients may be discharged from treatment and referred to a level and type of care more suitable to their participation abilities.
10. **Absences have a negative impact on group cohesion;** the “all for one and one for all” spirit of a high functioning treatment group is diminished when people are not attending consistently **Consistent group membership is a powerful tool and has a transformative effect on the group dynamic.** Most of us have histories of unreliable or fractured family structures. Your treatment group is where you and your peers give each other something that is rare and fleeting: a social structure that is supportive of personal change. YOUR PRESENCE MATTERS TO THE OTHER GROUP MEMBERS! **Your words may help save a life or prevent harmful consequences.**

Your signature on this memo constitutes an acknowledgement and acceptance of the terms and requirements documented herein.

Client Name: _____ Counselor: _____

Signature: _____ Date: _____