

Policy and Procedure for Behavioral Contract

Purpose: This policy establishes guidelines for addressing violations of program policies and procedures within the SACES or HTL Housing Services. It aims to ensure participants understand the consequences of their actions and commit to corrective measures.

Scope: This policy applies to all participants and staff within the SACES or HTL Housing Services.

Policy:

1. Identification of Violations:

- Participants who violate program policies will be notified through a Behavioral Contract.
- Violations may include, but are not limited to:
 - Missed curfew
 - Violence against peers or staff
 - Unexcused absences
 - Substance use on-site or in housing
 - Bringing non-residents into housing
 - Presence of paraphernalia on-site or in housing
 - Sexual behavior on-site or in housing
 - Tardiness or lack of participation in group activities
 - Other specified violations

2. Documentation:

- The Behavioral Contract form must be completed, detailing the participant's name, date of incident, and specific violation(s).
- A written description of the violation should be provided.

3. Consequences and Restrictions:

- Appropriate restrictions and disciplinary actions will be determined based on the severity and frequency of the violation(s).
- Possible restrictions and actions include:
 - Loss of phone privileges
 - Completion of 30 meetings in 30 days
 - Suspension from the program
 - Loss of other privileges
 - Extra chores
 - Disciplinary actions such as verbal, written, or final warnings, and immediate discharge

4. Course of Action:

- A clear course of action should be outlined, detailing the steps the participant must take to rectify the situation.

Procedure:**1. Completing the Behavioral Contract:**

- Fill in the participant's name and date of the incident.
- Select and document the specific violation(s) and number of occurrences.
- Provide a written description of the violation.

2. Determining Consequences:

- Select appropriate restrictions and disciplinary actions.
- Clearly outline the course of action required from the participant.

3. Acknowledgment:

- Obtain signatures from the participant, staff member, and an approving authority to acknowledge understanding and acceptance of the consequences.

4. Record Keeping:

- Ensure the completed Behavioral Contract is signed, printed, and inserted into the participant's file for future reference.

Compliance: Adherence to this policy ensures consistent handling of violations and supports participants in understanding the impact of their actions.

Review and Updates: This policy will be reviewed annually and updated as necessary to reflect program changes or improvements.

Here's to Life Behavioral Contract

☐ Day Program☐ HTL Housing Services

Participant Name: _____

Date of Incident: _____

This form serves as a notification to program participants who have violated policies or procedures within the SACES or HTL Housing Services. By signing below, participants acknowledge their violation(s) and the consequences outlined herein.

☐ Violation: (Select the violation from the list below)☐ Missed curfew☐ Unexcused absence from the group☐ Tardy for group☐ Lack of participation in group☐ Failed drug screen☐ Violence against staff*☐ Number of Violations: # _____☐ Violence against peer*☐ Using substances on-site or in housing*☐ Bringing non-residents into housing*☐ Paraphernalia on-site or in housing*☐ Sexual Behavior on-site or in housing*☐ Sexual behavior on-site or in housing*☐ Other (Please specify _____)

Written Description of Violation:

☐ Restriction: (Select appropriate restrictions(s) from the list below)☐ Loss of phone☐ 30 Meetings in 30 days☐ Suspension from program☐ Loss of Privilege☐ Extra Chore☐ Other: _____☐ Disciplinary Action: (Select the appropriate action from the list below:☐ Verbal Warning # _____☐ Written Warning # _____☐ Final Warning☐ Immediate Discharge

Course of Action:

By signing below, I acknowledge that I have received a warning or am subject to immediate discharge for the violation(s) listed above. I understand and accept the restriction(s) outlined and agree to abide by the repercussions set forth by Here's to Life.

Participant Signature: _____Staff Signature: _____Date: _____Date: _____Approved by: _____