

# MTKO Transitions Program Rules

## GOAL

The goal of the Matt Talbot Kitchen & Outreach (MTKO) Transitions Housing Program is to provide a sober living environment for individual homeless men and women who have experienced significant drug and alcohol problems and are committed to remaining abstinent from substances and improving their well-being. Individuals accepted into the MTKO Transitions House are asked to commit to a minimum of six (6) months but may be allowed to reside at the facility for up to two years if deemed clinically appropriate. The primary purpose of the MTKO Transitions House is to provide residents with life's essentials; shelter, safety, and an environment free of mind-altering substances so they can better focus on working toward self-sufficiency through a holistic approach that addresses issues that may include but are not limited to; substance treatment, relapse prevention, case management, nutrition, transportation, health care, spiritual and emotional adjustment, employment, budgeting, basic life skills, and permanent housing. Thank you for your interest in this program.

## ADMISSION REQUIREMENTS and DISQUALIFICATIONS

- Candidates must be at least 18 years of age.
- Candidates must currently be homeless.
- Candidates must have a diagnosed substance use history.
- Candidates must remain abstinent from all mood-altering substances while residing at the MTKO Transitions house.
- Individuals who are pregnant will not be considered for admission as this program is for single individuals.
- Candidates with criminal backgrounds will be considered on a case-by-case basis.
- Candidates listed on the Nebraska Sex Offender Registry, or with any history of sexual assault or sexual offense, will not be considered for admission.
- Candidates receiving Social Security Retirement, Social Security Disability, or Supplemental Security Income will not be considered for admission.
- Candidates must be able and willing to work a minimum of thirty (30) hours per week.
- Candidates with chronic medical conditions will be considered on a case-by-case basis.
- Candidates must agree to participate in a 12-step recovery program, obtain a sponsor, participate in a minimum of three (3) recovery meetings per week, and work the 12 steps.
- Candidates must be willing to participate in intensive outpatient and/or outpatient substance treatment.
- Candidates must complete an application to the Matt Talbot Transitions Housing Program, participate in an interview process, and agree to follow the program rules.
- Candidates must meet with a Matt Talbot substance use counselor every week and be involved in case management, relapse prevention, and recovery goals.
- Candidates must be willing to volunteer a minimum of one (1) hour a week at MTKO if employed and three (3) hours, if not.
- Candidates must provide a current substance use evaluation upon admission or a substance use evaluation will be scheduled to be completed within two (2) weeks of admission and the recommendations must be followed.
- NO PETS ALLOWED

# MTKO Transitions Program Rules

## HOUSE RULES

These rules are to be followed while participating in the Matt Talbot Transitions house program

### **Security**

Matt Talbot Transitions Houses have a passive audio and visual security system for the safety and security of the residents and property. They are placed in general/common areas such as the living room, dining room, hallway, porch, etc. They are not placed in bathrooms or bedrooms, nor are they placed at angles that would invade the privacy of the bedrooms or bathrooms. The system may be reviewed at times to ensure the safety and security of the residents and that the house expectations and rules are being followed.

### **Recovery**

As a resident of the MTKO Transitions House, I understand and agree:

- That my sobriety is a priority for Transitions House unity.
- The use of alcohol and/or illegal substances while on or off of the premises is prohibited.
- The possession of any alcohol or mind-altering substances on the premises, on my person, in any personal belongings, or any vehicle is prohibited.
  - Examples of mind-altering drugs: ecstasy, K-2, Spice, Bliss, Black Mamba, Bath Salts, Kratom, over-the-counter medication not being used as prescribed and prescription medication not being used as prescribed, or not prescribed to you, etc.
- I am not allowed in any type of business whose primary purpose is the sale of alcohol (bar, lounge, or liquor store), synthetic substances, or drug paraphernalia (head shops).
- To attend a minimum of three (3) meetings of Alcoholics Anonymous, Narcotics Anonymous, Dual Disorders groups, smart recovery, etc., or any combination thereof, per week unless more is specified by a specific provider.
- To have an attendance card signed to verify my attendance at recovery meetings. I will provide this verification to my counselor weekly or upon request.

### **Case Management/Substance Abuse**

As a resident of the MTKO Transitions House, I agree to meet weekly with my counselor.

- These meetings will be scheduled for 45 minutes minimum.
- I am responsible to arrive on time for my scheduled appointments.
- These meetings will be held to develop goals to strive for my self-sufficiency. These meetings will be held to identify the steps necessary to achieve my ultimate goals.
- These meetings will be used to monitor my progress in achieving my long-term goals.
- Meetings will also be used to identify barriers that may be hindering my ability to achieve objectives and goals.
- If barriers are identified, meetings will be used to identify resolutions to those barriers.
- I am responsible to bring the necessary information to my appointment.
- If I am unable to keep my scheduled appointment, I will notify my counselor a minimum of 24 hours in advance if possible.
- Residents of the MTKO Transitions House are responsible for rescheduling any appointments that cannot be kept due to their scheduling conflicts or are missed due to their error.
- I am required to sign releases of information considered necessary by their counselor and /or substance use coordinator.
- My failure to participate in meetings with my counselor or failure to provide written documentation explaining any absence will be considered a “refusal to comply” and may result in termination from the Matt Talbot Transitions Housing Program.
- I am not limited to meeting with my counselor one time per week and can meet with them more frequently if additional questions, concerns, or issues arise.
- Phone calls or texts to my counselor should be limited to Matt Talbot Kitchen & Outreach business hours only (8:30 a.m. to 6:30 p.m. Monday thru Friday) unless there is an emergency.
  - An Emergency would be defined as an event such as a fire, medical event, or a threat to life or property.

# **MTKO Transitions Program Rules**

## **Drug & Alcohol Screening**

- I agree to complete a substance use evaluation if one is recommended by MTKO staff or requested by another professional provider.
- I agree to follow all recommendations made as a result of the above-mentioned evaluation.
- I agree to participate in random drug/alcohol testing, as a participant in the MTKO transition house.
  - If positive testing occurs, I agree to participate in withdrawal services and or respite care until deemed appropriate to return to the house by MTKO staff. This may or may not result in termination from the program.
  - Refusal to submit to any random drug or alcohol test, will result in immediate termination from the program.

## **Program Fees**

- I agree to pay a nominal program fee of \$20.00 due on the 1st of each month unless other arrangements have been made by MTKO staff. Only cash payments will be accepted.
- I understand that program fees paid on the 6<sup>th</sup> of the month or after will be considered past due and will result in a \$10.00 late fee.
- I understand that all program fees are non-refundable.
- Refusal to pay program fees will result in immediate termination from the Matt Talbot Transitions House program.

## **Curfew**

- I understand that I must be in the house, or on the porch of the house, between the hours of 11:00 p.m. and 6:00 a.m. 7 (seven) days a week.
  - Curfew may be more restrictive if required by MTKO or any other entity.
  - There may be exceptions to this rule if a resident must be out of the house at those times due to work, or other legitimate circumstances that have been approved by all necessary parties and can be verified. Medical emergencies will also be considered exceptions to the rule.
  - Deviation from these hours must be approved by the Matt Talbot Transitions House program staff before occurring. (Except medical emergencies).

## **Curfew Violation**

- If a resident is late coming in for their mandated curfew without prior notice, they need to notify the counselor and house manager. The house manager is required to follow the following protocol:
  - Ask the resident to comply with a UA and breathalyzer test and document all results.
    - If the resident submits all tests and all results are negative, the resident may remain at the house for the night.
    - If the resident refuses to test for substance abuse, the resident will be asked to leave the house for the night. The resident should be instructed to contact MTKO staff to discuss the next steps.
  - The resident must make arrangements with MTKO staff before returning to or entering the house.
  - The house manager is required to notify Matt Talbot's staff of the occurrence of any of these scenarios, immediately.
- Should a resident not return to the house for a night, the following protocol is to be followed:
  - Matt Talbot staff is to be informed as soon as possible the following day by the house manager.
    - Matt Talbot staff shall contact any appropriate legal supervision (i.e. parole or probation officer, drug court supervisor) and inform them that the individual did not return to the house that night.
    - If the resident who did not return lets him or herself back into the house, the house manager must:
      - Contact Matt Talbot staff as soon as possible
      - Ask the person to surrender their key and leave the premises
      - If they refuse to leave the premises, contact the Lincoln Police Department and ask to have the person removed from the premises for trespassing.
      - Advise the resident to contact Matt Talbot's staff to discuss options
  - If the resident that left on an unauthorized leave does not contact Matt Talbot staff within 72 hours:
    - The individual will be terminated from the MTKO Transitions Program.
    - Belongings will be collected and held for four (4) weeks (30 days). After that time, belongings will be distributed at the Matt Talbot giveaway table.
    - The individual will not be considered for re-admission to the MTKO Transitions House for a minimum of three (3) months.
    - If an individual wishes to be considered for readmission, the individual must agree and comply with any and all recommendations of MTKO Staff.

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## MTKO Transitions Program Rules

- The individual will be required to pay any outstanding fees owed to Matt Talbot Kitchen & Outreach to be reconsidered.
- The individual must complete the same application process as a new applicant.
- Prior residence will not guarantee acceptance to the program a second time.

### Overnight Passes/Curfew Extensions

- No passes or curfew extensions will be granted for the first 30 days of a resident's stay.
- After 30 days of residing at the house with no infractions of house rules, residents are eligible for either two (2) overnight passes or two (2) curfew extensions per month with a sober friend or family member.
  - The counselor or substance use coordinator must be notified of your plan to use an overnight pass request or a curfew extension a minimum of 72 hours (3 days) in advance of the event.
  - The resident must sign an authorization for the release of information to allow the counselor and/or substance use coordinator to contact and confirm your plan with the party or parties with whom you will be staying.
  - The counselor and/or substance use coordinator will then consult with all pertinent parties (drug court supervisor, probation or parole officer) to determine if all agree that the plan is safe.
  - The pass will not be approved unless the verification is complete and the plan is determined safe by all interested parties.
  - Matt Talbot Kitchen & Outreach staff may require that you call in nightly while you are on pass.
  - Residents will not be eligible for an overnight pass or curfew extension if they have had any infraction of house rules within the 30 days before the submission of a pass request or curfew extension request.
  - Overnight pass requests and/or curfew extensions submitted less than 72 hours (3 days) before the event will be considered for approval on case-by-case bases.
  - Pass requests and curfew extensions must be submitted by the individual requesting the pass and who has signed the document.
  - Last-minute calls requesting being out past curfew will only be considered if it is for work or a medical emergency.
- A violation of house rules will disqualify a resident from eligibility for an overnight pass or a curfew extension for a time determined by MTKO Staff.
- Any approved curfew extension or overnight pass request may be revoked as a result of a rule violation that occurs between the date of approval and the requested date of the overnight pass request or curfew extension.

### Furnishings and Resident Rooms

- Furnishings (couches, chairs, bed frames, mattresses, bedding, etc.) are provided by the Matt Talbot Transitions House.
- Residents are prohibited from bringing any of their furniture into the house (i.e., couches, chairs, beds, etc.).
- No nails, screws or tape is to be used on the walls without prior approval.
- Cork boards have been provided for each room to post pictures, appointments, information, etc.
- Personal TVs are not allowed in resident rooms.
- MTKO is not responsible for the loss of, or damage to, personal items such as computers/cell phones, etc.
- Residents are responsible for keeping their rooms clean. Cleaning includes vacuuming, sweeping, and dusting once a week as outlined in chore descriptions.
- Residents are expected to wash their bedding (i.e., sheets, pillowcases, etc.) every other week.
- To prevent fires or flooding, the washer and dryer should not be in operation if the person using them is not at the house.
- Residents are never allowed in any other bedroom for any reason unless there is a life-or-death emergency (e.g., fire, storm, or a client is incapacitated).
- The rearranging of any furniture in the house (bedroom or common areas) is not allowed unless preapproved by MTKO staff.

# **MTKO Transitions Program Rules**

## **Food/SNAP/EBT**

- Any resident not already receiving SNAP benefits will be encouraged to apply.
- Resident is responsible for their food and meals and are welcome to attend meals at Matt Talbot.
- MTKO staff can also refer you to other resources for food.

## **Health Care**

- Within 30 days of entry, the resident will be required to establish a primary care physician. If needed, MTKO Staff can help a resident establish a medical home at Bluestem Health.
- All residents are required to provide their counselor or substance use coordinator with a list of all medications upon intake. This list will include prescription medications as well as over-the-counter medications.
- Residents will inform their counselor of medication changes from what was listed at intake as soon the doctor has ordered that change.
- Residents are not to share any medications with any of their peers.
- Medications are to be kept in their appropriately marked bottles or dispensers.

## **Bus Passes**

- Each resident is eligible for a reduced-cost bus pass every month that they reside at the Transitions House.
- If a resident is unable to afford the price of a bus pass, arrangements can be made with MTKO to reimburse MTKO for the pass.

## **Employment**

- Upon initial entry, starting new employment will not be advised, in order to better establish care, structure, and stability in the house.
- Once care is established, full-time employment is to be obtained and maintained within sixty (60) days.
- Full-Time employment will be considered by MTKO as a minimum of 32 hours per week.
- Any type of cash employment (paid “under the table”) is not considered employment by MTKO.
- Once care is established, unemployed residents and residents not working a minimum of 32 hours per week are expected to complete a minimum of ten (10) job applications per week, providing proof of doing so. Follow-up calls must be completed after one week with each employer, and residents must provide proof of doing so.
- Any resident who is not employed will be expected to perform a minimum of five (5) hours of volunteer work per week at MTKO.
- Working a third shift job is not permitted.
- Employment schedules will be shared with my counselor every week during the session.

## **Banking/Savings**

- All residents will be required to open a checking and savings account within 30 days of securing employment. Assistance with this process will be given if needed.
- All residents will be required to begin saving 25% of their net (take-home) pay within 30 days of securing employment.
- This 25% will be based on the resident’s most recent pay stubs. This 25% will need to be deposited into their savings account within three (3) business days of their most recent pay stub.
- Saved money must remain in the resident’s savings account until completion and/or discharge from the program.
- Verification of income via pay stubs or online will be provided weekly to the counselor.
- Verification of banking deposits and savings balances will be provided weekly to the counselor.

## **Acts of Violence**

- No act or acts of violence will be tolerated.
- An Act of Violence can include any one of, or any combination of the following, which is not limited to the following:
  - Verbal aggression with another individual
  - Threats of physical harm to an individual
  - Physical contact/altercation with another individual
  - Threats or acts committed against any MTKO Staff
  - Threats or acts committed against any resident of the Transitions House
  - Threats or acts committed against any visitors to MTKO or the Transitions House
  - Threats or verbal aggression made by phone or other electronic devices
  - Threat of or the use of a weapon to harm another individual

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## MTKO Transitions Program Rules

- Threats or acts committed at any location other than at the Matt Talbot Transitions House or the Matt Talbot Kitchen & Outreach facility.

### Community Harm

- The use, sale, or manufacturing of any illegal or prohibited substances while in the Matt Talbot Transitions House is prohibited and is cause for termination.
- Any illegal activity while in the Matt Talbot Transitional House Program is cause for termination from the program.

### Visitors and Visiting Hours

- Unplanned visitors that are following the house rules are allowed outside the MTKO Transitions House, or on the porch of the house Sunday through Saturday from 9:00 a.m. to 9:00 p.m.
- Exceptions:
  - Residents may allow community service workers (Case Managers, TASC Workers, Health or Mental Health Providers, DHHS, Probation/Drug Court Officers, Community Corrections, etc.) into the house as needed.
  - Residents will allow Police and or Drug Court staff to enter the house to perform curfew checks or room inspections even if they are being done outside of the parameters of normal visitation hours.
- Residents are allowed to have planned visitors in the house only after the identified guests have been authorized by MTKO staff.
- Visits will be considered or approved only if the resident has not had any rule violations in the past 30 days and is under no other sanction with any other organization or agency (Drug Court, Parole, Probation, and Community Corrections).
- Residents are asked to limit themselves to two (2) guests per visit
  - Residents are allowed to have approved visitors inside the residence on Saturday and Sunday from 1:00 p.m. to 4:00 p.m. and Tuesdays, Wednesdays, and Thursdays from 2:00 p.m. to 7:00 p.m.
  - These visits are not conjugal in nature.
  - Inside the house, visitors are allowed in common areas only (i.e., living room, kitchen, front porch, front or back yard, restroom [alone])
  - Visitors are not allowed in resident rooms for any reason.

### Initial Visit

- If a resident wishes to host a visitor, that resident is responsible for completing a visitation request form and submitting it to MTKO Staff a minimum of 72 hours (3 days) before the visit.
- The resident must identify the visitor(s) and provide their contact information to either their counselor and/or substance use coordinator.
- The resident is responsible for securing a peer monitor to be on the premises for the entirety of the visit and indicate this choice on the visitation request.
- A visit will not be approved if a peer monitor is not secured.
- The counselor or substance use coordinator will complete an authorization for the release of information for each visitor.
- The counselor or substance use coordinator will contact any person or agency that may be providing oversight (legal etc.) for approval of a visit for the individual or individuals you have requested.
- The counselor or substance use coordinator will contact and confirm your visit with the party/parties authorized by you on your authorization for the release of information and schedule a time for visitor orientation.
- After visitor orientation has been completed, the case manager and substance use coordinator or counselor will consult and decide on the safety of the visit.
- A visit will not be approved unless the verification is complete and the visit is approved by MTKO Staff.
- All house rules remain in effect for all residents when a visit is in progress.
- The resident requesting the visit will be responsible for informing all house residents of the date and time of the visit to protect their confidentiality.
- Residents not involved in the requested visit may remain at the house or may leave the house at their discretion, but the peer monitor must be on the premises the entire time of the visit.
- All house rules apply to any individual that is visiting and remain in effect for all residents while visitors are at the house.
- Violation of house rules by house residents and/or their visitors may result in the suspension of or termination of future visitation for that resident, or for all residents of the house.

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## MTKO Transitions Program Rules

- Major rule violations (acts of violence, bringing weapons into the house, bringing substances into the house, sexual activity) may result in consequences ranging from revocation of visiting privileges for an individual or all residents to termination from the Matt Talbot Transitions Program.
- Even though a peer monitor is expected to be present for each visit, it is the ultimate responsibility of the individual requesting the visit to ensure compliance with house rules by all approved guests.

### Subsequent Visits

- After an initial visit, a “visitation request” will need to be completed and submitted within (48) hours of the visit if the request is for a previously approved guest(s).
- The client is responsible for securing a peer monitor for the visit and indicating who this is on the “visitation request form.”
- If the visitation request is approved:
  - All house rules remain in effect for all residents when a visit is in progress.
  - The resident requesting the visit will be responsible for informing all house residents of the date and time of the visit to allow them to protect their confidentiality
  - Residents not involved in the requested visit may remain at the house or may leave the house at their discretion, but the peer monitor must be on the premises the entire time of the visit.
  - All house rules apply to any individual that is visiting and remain in effect for all residents while visitors are at the house.
  - Violation of house rules by house residents and/or their visitors during a visit may result in the suspension or termination of future visitation for that resident, or for all residents of the house.
  - Major rule violations (acts of violence, bringing weapons into the house, bringing substances into the house, sexual activity) may result in consequences ranging from revocation of visiting privileges for an individual, all residents, to termination from the Matt Talbot Transitions Program.
  - Even though a peer monitor is expected to be present for each visit, it is the ultimate responsibility of the individual requesting the visit to ensure compliance with house rules by all approved guests.

### General Rules

- As a resident of the MTKO Transitions House, I understand and agree to the following house rules:
  - The use of all tobacco products, which include but are not limited to, cigarettes, chewing tobacco, cigars, electronic vaping units (e-cigarettes), etc., inside the house is prohibited.
  - Cigarette butts must be disposed of properly in the containers provided (not thrown on the lawn).
  - The burning of candles of any type, or incense of any type, is prohibited in the house.
  - No overnight guests are allowed.
  - The possession of any weapon(s) on my person, in my personal belongings, on the premises, or in my vehicle is prohibited.
  - The use, sale, or manufacturing of any illegal or prohibited substances on my person, in my personal belongings, on the premises, or in my vehicle is prohibited.
  - No involvement in any type of criminal activity or gang affiliation will be tolerated.
  - My association with individuals that are involved in, or may be suspected of, using alcohol or drugs or involvement in criminal activity will not be tolerated.
  - Pornographic materials (DVDs, pictures, magazines, books, videos) are not allowed on the property.
  - For sanitation purposes, no food or drink is to be stored or consumed in my room. Only water may be consumed, but not stored in my room.
  - Food in the kitchen must be stored inside cabinets or in the refrigerator.
  - Dirty dishes should not be left in common areas, or on countertops and should be cleaned directly after use.
  - I will complete my weekly chore as assigned.
  - Equipment owned by MTKO (e.g., lawnmowers, rakes, vacuums, etc.) is not to be removed from the premises for any reason.
  - No pet of any kind is allowed in the Transitions House, in the Transitions House yard, or in my vehicle at any time while on MTKO property.
  - I will attend living skills Monday through Friday at scheduled times unless it interferes with work schedules only.
  - Residents are encouraged to plan one meal per week to be shared as a group
    - The group is encouraged to plan, shop for, prepare, and take part in the meal.
    - Clean-up should be completed by the group after the meal.

# MTKO Transitions Program Rules

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## Wake Up & TV

- I agree to be out of bed by 8:00 a.m. Monday through Friday and by 10:00 a.m. on Saturdays, Sundays, and Holidays
  - Beds are to be made by 9:00 a.m. Monday through Friday, and by 11:00 a.m. on Saturdays, Sundays, and Holidays unless alternate arrangements have been made due to illness, schedules, etc. with the counselor and/or substance use coordinator.
  - Beds are to remain made during waking hours unless alternate arrangements have been made due to illness, schedules, etc. with the house manager, counselor, and/or Matt Talbot Staff.
- The community TV will be turned off by midnight Monday through Friday and by 1:00 a.m. on Saturdays, Sundays, and Holidays.
- The TV may not be turned on between the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday.
- The TV may be turned on at 8:00 a.m. on Saturdays, Sundays, and Holidays with the volume kept low so as not to disturb residents who may have chosen to sleep in.

## House Inspection/Belongings/Vehicles

- As a resident of the Matt Talbot Transitions House, I understand and agree that house inspections and /or room checks will be done on a random basis by the house manager or any MTKO staff member.
  - These inspections can include going through personal belongings: i.e. drawers, looking in or under beds, behind dressers, through books, etc.
  - Residents will be expected to leave their rooms while inspections are being done.
  - Two staff members may be present when performing room inspections.
  - When a resident's room is inspected, the room will be left in the same condition as it was in before the inspection.
- I will submit to cell phone, or other electronic device searches upon request.
- The borrowing or lending of money, or personal belongings between residents is strongly discouraged due to conflicts that may arise from such practices.
  - MTKO will not be held responsible for losses incurred by a resident for such behavior
  - MTKO will not be held responsible for the loss or damage of any resident's personal property due to any resident's actions or neglect.
- Bicycles are not to be stored in the house at any time for any reason.
- One vehicle per resident with street-only parking.
- I understand and agree as a resident my bedroom, belongings, vehicle, entire Transitions House, and property can be searched by any MTKO staff, legal oversight, and/or law enforcement deemed necessary (including drug dogs) to ensure rule compliance.
- I will submit to vehicle searches upon request.
- No motor vehicle (car, motorcycle) will be kept at the premises unless it is driven on regular basis.
  - Anyone who possesses and operates a motor vehicle must provide a valid Operator's License and documentation of proof of insurance every month.
  - Anyone who possesses and operates a motor vehicle must sign a release of information to their insurance agent to allow verification that insurance has not lapsed.
  - Anyone who possesses and operates a motor vehicle must properly tag and license the vehicle in the time legally allotted.

## Volunteer Service

- As a resident of the MTKO Transitions House, I agree to complete one hour of volunteer service per week at the Matt Talbot Kitchen & Outreach facility.
- I understand that my volunteer service is to be completed during MTKO business hours.
- I am required to contact the MTKO Volunteer Coordinator to coordinate my chore/duties each week.

## Personal & Cleaning Supplies

- Matt Talbot Kitchen & Outreach will provide some personal and cleaning supplies to the house every quarter. Dates those supplies will be dispersed: January 1, April 1, July 1, and October 1
- Supplies that may be provided are toilet paper, glass cleaner, bathroom cleaner, toilet bowl cleaner, dish soap, laundry detergent, disinfectant cleaner, furniture cleaner/polish, etc.

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MTKO Document 11-40d

Updated 6/7/2023, 1/3/2022, 6/7/2023





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# MTKO Transitions Program Rules

- If the amount of these supplies provided by MTKO does not last through the quarter, residents will be responsible for securing the needed items to maintain the house.
- The goal is to assist residents in becoming accustomed to purchasing their care and cleaning items in preparation for their transition to independent living.

## House Meetings

- As a resident of the Matt Talbot Transitions House, I agree to attend mandatory monthly house meetings.
  - These meetings will be held monthly as determined by residents' and staff schedules.
  - It is the expectation of the program that I will attend these meetings.

## Confidentiality

- As a resident of the Matt Talbot Transitions House, I am aware that my personal information is to remain confidential and that my information cannot be disclosed to, or obtained from, another agency or provider without authorization for the release of information signed by me.
- As a resident of the Matt Talbot Transitions House, I agree to maintain the confidentiality of all other residents of the house, and understand that I should expect the same level of confidentiality from all other residents.
- In cases of medical emergency, information such as demographics, medications, and medical history will be provided to caregivers as needed, within HIPAA guidelines.
- If a resident indicates a serious threat of physical violence against him/herself, or another identifiable victim or victims, and the threat is within reason, a "duty to warn" or to take reasonable precautions to provide protection from the violent behavior will be pursued. A "duty to report" shall also arise in any case of child abuse or suspected child or elder abuse

## Acceptance

- MTKO Staff and Collaborators reserve the right to revise these rules and policies as necessary to clarify processes and to adjust to changing needs of the program and the population it serves.
- My signature on this document indicates that I have read, or have had the content of this document read to me and that I understand and agree to comply with the conditions and rules put forth in this document. I further understand that any violation or non-compliance with any one or more of these rules, may result in my termination from the program. I also understand that should I be terminated from the Matt Talbot Transitions Housing Program, I will assume full responsibility for securing future housing arrangements for myself.

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

\_\_\_\_\_ Date

Matt Talbot Kitchen & Outreach Substance Use Coordinator \_\_\_\_\_

\_\_\_\_\_ Date

Matt Talbot Kitchen & Outreach Executive Director \_\_\_\_\_

\_\_\_\_\_ Date

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