

**Santa Clara Valley Health and Hospital System
Department of Alcohol and Drug Services Adult System of Care**

Transitional Housing Unit (THU) Standards

Administrative Requirements

- Abide by and comply with all federal, state, city, and county laws, rules, and regulations.
- Maintain certification by the Santa Clara County District Attorney's Office unless otherwise directed by the Department.
- Provide the Department with current proof of insurance and applicable professional licensure.
- Submit forms and documentation to the Department as requested.
- Staff is mandated reporters of suspected child abuse/neglect and will make Child Protective Services (CPS) reports as necessary.

Referrals

- Accept all referrals from the Department's Quality Improvement (QI) Division
- Clients must be placed by the THU Provider within 48 hours of the referral from QI
- Pre-intake screening of clients must not delay the required time limit of 48 hours between referral by QI and Intake of the client.
 - If a client who has been banned by your agency (prior to, and without the Department's knowledge) is referred, contact the QI THU Coordinator *as soon as the situation is discovered* to discuss placement options
- Providers must have at least one site where it is acceptable for In-custody clients to be dropped off by the Department of Corrections

Outpatient Treatment

Generally, clients are expected to participate in Outpatient treatment while living in a THU. Clients who successfully complete treatment may remain in the THU up to the maximum allowable stay.

Basic Provisions

- A structured, supportive, safe, clean and sober, living environment
- Staffing must include a resident house manager who lives at each site.
- Staples, linens, personal hygiene and household supplies will be provided the entire stay.
- Food and beverages (including three meals a day), will be provided for clients (and their children, if applicable) the first 30 days of a client's stay or until the client is employed
- Food and beverages (including three meals a day), will be provided for DDTC clients and their children throughout their stay
- Clients who are unable to work and have no source of income will be provided all of the above throughout their stay and will contribute to the cost of food and supplies to the best of their ability.

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- Unemployed clients are not expected to pay fees until gainfully employed.
- Clients (except DDTC clients) who are able to work are required to obtain gainful employment within the first 30 days of their stay, or as soon as reasonably possible.
- Clients who are able to work, but are unsuccessful in gaining employment may be referred to vocational services/resources in the community.
- Employed clients pay fees at the rate of 35% of net income, not to exceed the total cost of the bed per month
- Clients who are mentally and/or physically unable to work are expected to participate in other productive activities during the day, such as school, training, or volunteer work.

House Policies

- Employed clients may work any shift within a 24 hour period without penalty.
- A client's work schedule takes precedence over required house meetings.
- Mandated attendance at 12-Step meetings is prohibited; however clients may be encouraged to attend a variety of community support meetings, including 12-Step meetings.
- Mandated hugging, holding hands, etc., is prohibited
- Client wake up times are:
 - Monday through Friday: no later than 7:00 a.m.
 - Later wake up time will be allowed on one weekend day per week
- Client bedtimes are:
 - For women with children:
 - Children: 8:30 p.m., Monday through Friday, 9:30 p.m. on weekends.
 - Women with children: no later than 10:00 p.m.
 - For all others:
 - No later than 11:00 p.m., Monday through Friday, 12:00 a.m. on weekends.

Recommended Visitation Schedule

Visitation should be scheduled to occur on weekends, with accommodations during the week for clients with CPS involvement.

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Involuntary Discharges

Involuntary discharges will be based on inappropriate behaviors exhibited by the resident. The THU provider will do as much as possible to refer client to appropriate care and support before discharge takes place. The QI/THU Coordinator should be contacted as soon as possible.

Examples of inappropriate behaviors that constitute immediate discharge:

- Violence/threats of violence to residents and staff
- Drug/alcohol on property
- Behavior that destroys house property
- Engaging in sexual activity or exhibiting sexual behavior/gestures on premises.

Action to be taken:

- Evaluate the inappropriate behavior
- THU Provider calls resident's family/friends to arrange for pick up and transportation of resident
 - If no family/friend referral possible, refer client to resources outside DADS System

Discharging Dependency Drug Treatment Court (DDTC) Clients:

Action to be taken:

- THU staff will document and report inappropriate behavior to their Program Director
- Program Director will evaluate the inappropriate behavior and make the final decision regarding any disciplinary action to be taken
- If Program Director decides to discharge the client, the following procedure will be taken:
 - THU Program Director will call and inform QI of the decision immediately and submit a follow-up THU Client Status Report form within 48 hours
 - THU Program Director or designee will notify the client's DDTC Social Worker
- ***If the client's children are present:***
 - THU staff will immediately call the CAN Center (408 299-2071) to notify Social Services Agency (SSA) of impending discharge of client *and her children*
 - THU Staff will submit a follow-up THU Status Report form to the client's DDTC Social Worker within 48 hours
 - THU staff will wait at the THU with the client and her children until the CAN Center representative arrives
 - THU Program Director or designee will inform client of the decision *when CAN Center representative arrives* at the THU

Transitional Housing Unit (THU) Standards

Plan for Clients Under-the-Influence and/or in Relapse

Random (unplanned) testing (UA or Breathalyser) will be initiated with an individual and/or all house residents as long as the testing is not intended to target specific individuals. Some reasons for testing a resident:

- Excitability
- Agitated
- Slurred speech
- Hallucinations
- Staggering
- Incoherent speech
- Nodding off
- Itching/scratching
- Belligerent/loud/obnoxious
- Withdrawal/isolation
- Eyes red, pinned or dilated
- Smells of alcohol

Action to be taken:

- If positive, refer and transport client to Detox site and hold THU bed for client's length of stay in Detox.
 - Detox Providers will give priority to THU clients
- After completion of Detox, Detox Provider will assess for possible residential stay or return to THU
- If no beds are available in Detox:
 - THU Provider calls family/friends to arrange for pick up and hold bed for up to 72 hours.
 - Re-evaluate client after 72 hours for re-instatement.
- If no family contact or referral is possible:
 - Refer client to resources outside of DADS System

Client Belongings

THU Provider will not dispose of a client's belongings for a period of no less than 14-30 days after a client is discharged from the THU. During that time period, the THU Provider will make reasonable attempts to contact the client to arrange for the disposition of the client's property.

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Housing Unit Checklist

House in General

Neighborhood safe for walking	Clean walls
Bus stop within safe walking distance	Odor-free
Parking available	Bug-free
Suitably “lighted” for safety outside	Adequate lighting/lamps inside
Immediate outside surroundings clean	Telephone
Screens on doors and windows	Accident-proof for kids (if applicable)
Garbage bins with lids and liners	Play area for kids and toys (if applicable)
Plumbing works well	Designated area for quiet/private time
Electricity in all rooms works well	Designated area for house meetings
Fire extinguisher	Meals served
Smoke detectors in working condition	Number of meals served
Linen closet (probably in hallway)	Food baskets/coupons available
Adequate clothes closets	Staples (bread, peanut butter, jelly, crackers, etc.)
Maintenance Supplies (cleaning solution, broom, mop, vacuum cleaner, etc.)	

Living Room

Dining Room

Laundry Room

Living room set	Dining table	Washer in working condition
Television	Table cloth	Dryer in working condition
Tables	Chairs	Laundry detergent

Kitchen

Stove in working condition	Dish drainer
Refrigerator in working condition	Dish washing detergent
Sink and faucet in working condition	Cooking utensils
Cabinets/cupboards intact	Silverware/plastic disposable
Pots and pans	Glasses/cups
Dishes/plates	Microwave
Dish cloths	

Bathroom

Bedroom

Shower and bath tub (clean without mildew)	Bed frames
Sink and faucet	Mattresses
Towels	Box springs
Mirror	Dressers
Cabinet/ cupboard intact	Child bed frames
Toilet bowl and lid	Crib(s)
Toiletries (soap, tooth paste, TP, lotion)	Sheets
	Blankets
	Bedspreads