

Welcome House, Inc.

Resident Rules

Rule Number 1: AA/NA Attendance and Sponsorship

Each resident is **REQUIRED** to attend Welcome House AA/NA meetings (held daily at 8am and 7pm). All Welcome House meetings are **MANDATORY** for **ALL** residents during the first **thirty (30) days** of residency. After thirty (30) days of residency, outside AA/NA meetings may be substituted for Welcome House meetings, but at least two (2) meetings per week **MUST** be a Welcome House meeting.

Residents **MUST** obtain a sponsor as a requirement of the Welcome House program. Only Level III program residents are eligible to provide temporary sponsorship, unless otherwise approved by management.

Once a resident has attended **ninety (90)** meetings **AND** obtained a sponsor, the minimum attendance **REQUIREMENT** is **four (4)** meetings per week and at least two (2) must be Welcome House meetings (this includes Welcome House University classes or sessions).

For **ALL court ordered residents**, **ALL** Welcome House AA/NA meetings are **MANDATORY** while under court order.

While on pass, residents are **EXPECTED** to attend outside meetings and should consult with the office for assistance with meeting locations. For more information on local meetings visit kc-aa.org or kansascityna.org.

New residents are **REQUIRED** to attend the following Welcome House University classes within their first thirty (30) days of residency:

- Conflict Resolution—Tuesday 6:00 PM
- New Resident Orientation—Thursday 6:00 PM
- Sponsorship—Thursday 7:00 PM
- What is a 12 Step Program?—Saturday 10:00 AM
- Step 1: Surrender—Saturday 12:00 PM

Additional Welcome House University classes may also be required to successfully complete the program, or as directed by Management.

The monthly All House meetings are **MANDATORY** for all residents and are held the last Thursday of each month at 7:00PM, or as posted.

Mandatory meetings are just that - **MANDATORY**. If you are in the house and there is a meeting going on and you have not reached the ninety (90) meeting/sponsor requirement, **YOU MUST GO TO THE MEETING!** Our position is: those who feel they do not need AA/NA meetings are not serious about recovery and have no reason for being at the Welcome House. Failure to comply with the meeting attendance requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 2: Use of Alcohol or Mind Altering Drugs

USE or **POSSESSION** of alcohol, mind altering drugs or drug paraphernalia in any form (including mouthwash, cough medicine, anything that contains alcohol, legally controlled drugs or substances and illegal drugs of all forms), **WILL** result in **IMMEDIATE DISMISSAL** from the Welcome House.

Periodic urine and/ or breathe alcohol tests will be given as a requirement of the program and at the discretion of Management. When asked to participate in a UA or BA, residents must do so immediately. Residents are required to remain in the lobby area until successful completion of the testing process.

Refusing to take a UA or BA is considered and treated the same as testing positive and will result in **IMMEDIATE** dismissal from the program.

VOLUNTARY DISCLOSURE: Residents **MAY voluntarily** disclose to staff that they have used or drank. The resident will be discharged and directed to go to a detox. After completion of detox (or 7 days), the resident may reapply for admission.

POSITIVE UA OR BA: Residents who test positive on a drug screen or who show any level of intoxication on a breathalyzer **MAY NOT** apply for readmission for a minimum of thirty (30) days and **WILL BE** subject to additional admission requirements.

Rule Number 3: Program and Recovery Team Participation, Counseling and Referrals

Active program and recovery team participation, counseling sessions, referrals and adherence to program and recovery team direction are **MANDATORY** for **ALL** residents. Lay counseling sessions and recovery coaching is provided through the Welcome House "Lay Counseling Program" and may be scheduled or directed by the desk staff.

Failure to comply with the program and recovery team participation, counseling and referrals requirement **WILL** result in **IMMEDIATE DISMISSAL** from the Welcome House.

Rule Number 4: Employment

ALL residents are **REQUIRED** to be employed or **actively seeking** employment. Unemployed residents are **REQUIRED** to be ready and leave the Welcome House **by 8am daily** to seek employment. Unemployed residents **MUST ATTEND** the 8am AA/NA meeting and **MUST LEAVE immediately following**. Unemployed residents **MUST RETURN** to Welcome House between 2pm - 5pm.

ALL unemployed residents are **REQUIRED** to participate in Jumpstart and/ or Welcome House created short term employment and day labor opportunities as a program requirement or as directed by Management.

Residents participating in the **Jumpstart Program** should discuss their eligibility and the program requirements with the Resident Relations Manager.

Residents that receive disability compensation and cannot (or choose not) to work, **MUST SECURE** external volunteer opportunities or volunteer a minimum of 20 hrs. a week at the Welcome House.

Failure to comply with the employment/volunteerism requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 5: Program Participation Fee or Rent (Room and Board)

The program participation fee, often referred to as “rent”, is \$168.00 per week, paid in advance. **All Residents Must Remain a Minimum of One (1) Week (\$168.00) Ahead on Program Participation Fees or Rent.** Residents that are unable to make advance payments in full, or that have fallen two (2) weeks behind in payment, may be **REQUIRED** to sign and comply with an **ALTERNATE RENT PAYMENT PLAN** as determined by Management. Just as they are in life, personal accountability and responsibility are keys to successful recovery. The Welcome House is here, “to carry the message of recovery, not to carry the alcoholic or addict”.

Failure to comply with the program participation fee or rent (room and board) requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 6: Restriction

All residents are **RESTRICTED** to the house during the first (30) days of residency (except to work or seek employment). **ALL court ordered residents** are **RESTRICTED** to the house **FOR THE DURATION** of the court order, except for work or to seek employment and as approved by the court.

ALL residents that are two (2) weeks behind in program participation fees (or rent) **WILL BE RESTRICTED** until payment is current (paid in advance).

Failure to comply with the restriction requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 7: Gambling, Theft, Violence, Threatening Behavior, Vandalism or Any Unlawful Behavior

Gambling, theft, violence, threatening behavior, bullying, discrimination, vandalism (including the defacing of property) or **ANY** unlawful behavior in any form, will not be tolerated and **WILL** result in **IMMEDIATE DISMISSAL** from the Welcome House. This includes illegal downloading of copyrighted media (movies, music, files, etc.) from Welcome House Wi-Fi or any Welcome House owned devices. When applicable, the police **WILL BE** called and all relevant information will be reported to the appropriate law-enforcement agencies.

Rule Number 8: Prescription and Other Medications

All prescription medication **MUST** be identified and turned into the front desk upon admission. There are **NO EXCEPTIONS**.

All medications are subject to management approval. Prohibited medications include, but are not limited to, any type of narcotic medication, tranquilizers, benzodiazepines, opiates, amphetamines, and opioid maintenance therapy (suboxone/buprenorphine, methadone).

Residents are **REQUIRED** to take **ALL** medications **AS PRESCRIBED** or **AS INDICATED** on the label. The Welcome House is **NOT** responsible for the resident(s) medical or pharmaceutical care.

Failure to comply with the prescription and other medications requirement **WILL** result in **DISMISSAL** from the Welcome House.

Please note: Residents found to be, or suspected of, abusing over-the-counter (OTC) or prescribed, permitted medications **WILL BE** considered **NON-COMPLIANT** and subject to dismissal.

Rule Number 9: Curfew and Quiet Time

Residents are **REQUIRED** to observe house curfew and quiet time. When curfew takes effect, hallway lights are turned off, TV Rooms are closed, and noise levels are to be at a “quiet level” in common areas and rooms. The front door is locked and no access outside is permitted except for individuals leaving for work or coming in from work. **NO** exceptions will be made to this policy.

Failure to comply and return to Welcome House by curfew is considered **AWOL** and the resident is voluntarily discharging themselves from Welcome House.

Curfew times are as follows, except if posted otherwise:

- Sunday thru Thursday 10:30 PM – 5:00 AM
- Friday and Saturday 12:00 AM (Midnight) – 5:00 AM

Rule Number 10: Weekend or Overnight Passes

Weekend or overnight passes are available **AFTER** thirty (30) days of residency and **MUST BE** approved by Management. Residents **MUST** be current on program participation fees (or rent) through the day they will return from pass and be in good standing with program participation (meeting attendance, counseling, referrals, current UA on file) to be eligible for a pass. All passes **MUST** be approved **IN ADVANCE and IN PERSON**. You must sign out on pass with the front desk and give your expected date and time of return. **NO EXTENSIONS** will be granted over the phone; you must return at the end of your pass. Management can **ONLY** approve emergency pass requests or situations.

Court ordered residents are **NOT** eligible for passes while under court order without specific, written approval from the court or supervising agency (probation or parole).

Failure to comply with the weekend or overnight pass requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 11: Sign In/Sign Out

ALL residents are **REQUIRED** to sign in/sign out when leaving or returning to the Welcome House (print first and last name, and note time of departure/expected return).

When working past curfew or overnight, it is the resident's responsibility to inform the front desk and to provide an expected time of return. Residents are **CONSIDERED** to be **AWOL** (absence without leave) if not in the house, not signed out and no notification has been provided to the desk staff.

Please Note: All visitors must sign in and out on the visitor's log. All visitors must remain in common areas on the first floor, dining hall, or out on the gazebo/patio area. Visitors are not permitted in the basement or 2nd and 3rd floor resident areas.

Failure to comply with the sign in/sign out requirement **WILL** result in **DISMISSAL** from the Welcome House.

Rule Number 12: Dress Code and Personal Hygiene

ALL residents **MUST** be properly dressed in public areas (which include the first floor, the deck, the dining room and the hallways). Being **properly dressed means** wearing shirts, pants or shorts and shoes. Nudity is **NOT** allowed. Residents **MUST** be covered at all times, except when changing clothes in their room. Tank tops and pajamas or hospital scrubs are **NOT** allowed in the dining room. Tank top undershirts or "wife beaters" are **NOT PERMITTED** in any public area.

Residents are **NOT PERMITTED** to wear clothing that depicts **ALCOHOL/DRUG USE, DRUG PARAPHERNALIA, OR PROMOTES OR CONTAINS THE NAMES OR LOGOS OF BARS OR ALCOHOLIC BEVERAGES.**

Residents are **REQUIRED** to shower daily and maintain personal hygiene. New residents may request a hygiene pack from the front desk. When available, financial assistance for laundry services may be requested with the desk staff.

Failure to comply with the dress code and personal hygiene requirement **WILL** result in **disciplinary action**.

Rule Number 13: Appliances/Electronics/Personal Belongings

Hot plates, coffee makers, refrigerators and microwaves are **NOT PERMITTED** in resident rooms or hallways. **ALL** electronic devices are subject to Management approval and **MUST** be plugged into a surge protector to comply with **KANSAS CITY FIRE REGULATIONS** (surge protectors are available at

the office for a fee). **ALL** appliances and electronics **MUST** be turned off when not in use. Failure to comply with the appliances and electronics requirement **WILL** result in **disciplinary action**.

Residents are responsible for their personal belongings and bring them to Welcome House at their own risk. It is strongly suggested that you do not bring items of high value, as Welcome House is not liable for your personal belongings. This includes resident property in the Welcome House parking lot (i.e. cars, mopeds, or bicycles).

Should you choose to leave the Welcome House or be dismissed, it is your responsibility to secure your personal belongings. Any items left behind by a resident will be packed up and stored for 14 days. After 14 days, all items left behind and not claimed will be considered abandoned and will be donated or disposed of.

Rule Number 14: Elevator and Resident Phone

Elevator use is restricted to moving in/out or for medical conditions pre-approved by Management.

The resident phone, located in the first floor stairwell, is available for local calls only. All phone calls on the resident phone are limited to ten (10) minutes. See the desk staff for usage details. Residents are **NOT PERMITTED** to use any of the office phones (except in emergency situations).

Failure to comply with the elevator and resident phone requirement **WILL** result in **disciplinary action**.

Rule Number 15: House and Resident Room Cleanliness

ALL residents are **REQUIRED** to help with house cleaning and chore activities, as listed on the weekly Duty Roster or as directed by Management. Assigned chores must be completed daily. Residents are **REQUIRED** to sign off on the chore at the front desk once the chore has been completed. Failure to sign off on chore will be considered failure to complete the assigned chore.

When on a pass, or otherwise unable to complete a chore, it is the resident's responsibility to make arrangements for the chore to be completed. Resident rooms are to be kept clean, uncluttered and organized, beds made daily, floors vacuumed and linens laundered weekly. Room inspections are conducted regularly.

Failure to comply with the house and resident room cleanliness requirement **WILL** result in **disciplinary action**.

Rule Number 16: Privacy and Room Access/Search

Residents should expect **MINIMAL** privacy. In most cases, residents share rooms with other residents. The Welcome House reserves the right for staff to access rooms at **ANY** time deemed appropriate or necessary, and to search a room or residents personal belongings. Failure to comply with a room or personal belongings search **WILL** result in **IMMEDIATE DISMISSAL**. Anything found that is against Welcome House rule or policy, or that is deemed dangerous to residents will be

confiscated immediately. Confiscation **WILL** result in **disciplinary action** and **MAY** include dismissal from the Welcome House.

Rule Number 17: Smoking/ Non-smoking

Welcome House is a **NON-SMOKING** facility. Smoking is **NOT PERMITTED** anywhere inside the building(s) or Welcome House vehicles. Residents that choose to smoke **MUST** do so outside (on the deck or inside the Smoking Pavilion). Vaporizers **ARE ONLY PERMITTED** outside of the building and in designated areas (inside on the 2nd and 3rd floors).

After curfew, outside access to smoke **is limited** and at the discretion of the desk staff. Such access is a **privilege and not a right**. Outside access is **NOT PERMITTED** between the hours of **Midnight and 5a**.

Failure to comply with desk staff direction or the smoking/ non-smoking requirement **WILL** result in **disciplinary action**.

Rule Number 18: Vehicle and Vehicle Operation

Residents that elect to own, operate or park a vehicle on Welcome House property are **REQUIRED** to do so legally and **MUST** complete a Welcome House vehicle registration form. Vehicles must be operational, appropriately titled, tagged and insured, and residents **MUST** have a valid driver's license. Vehicles that do not meet the above requirements **ARE NOT ALLOWED** to be operated or parked on Welcome House property, or to be operated by Welcome House residents, and may be towed at the owner's expense.

Failure to comply with the vehicle and vehicle operation requirement **WILL** result in **IMMEDIATE DISMISSAL** from the Welcome House.

Rule Number 19: Length of Program Residency

The mission of the Welcome House is to provide a "residential program to recovering alcoholic and drug-addicted men facing the difficult **transition** from treatment, incarceration and homelessness to **integration** back into society as productive citizens".

The Welcome House is **NOT** intended to be a long-term living solution for any resident. The program consists of a 30 day probationary period followed by an eight (8) month core recovery program. Under certain circumstances, a program residency extension of up to three (3) additional months may be available by application and requires formal approval. Extensions are one (1) time **ONLY**, limited to 3 months **MAXIMUM**, require formal application and approval, and include an increased program participation fee (or rent) during the extension period.

Additional Acknowledgements, Understandings & Agreements

Court ordered residents that fail to comply with Welcome House rules, policies or program requirements will be discharged immediately and all appropriate parties will be notified (court, probation or parole officer, etc.).

The Welcome House has a website that is updated regularly and actively uses other forms of printed or social media. Photos and notes related to the Welcome House program, including events and certain activities, are frequently posted to these sites. Residents are not required to participate or be included in these photos or other communications. Residents that wish to be **EXCLUDED** must submit a request in writing (signed and dated) to Welcome House leadership.

Residents employed by the Welcome House or that participate in the Jumpstart program are considered to be participants in the Welcome House Rehabilitative Jobs Program. Residents that fail to comply with the program and are discharged, including voluntary discharge without notice, will forfeit any accumulated earnings or compensation due them through their employment or participation in the Rehabilitative Jobs Program.

This revision of the resident rules supersedes all previous rules that have been issued. The Welcome House, Inc. reserves the right to interpret, change, suspend, amend, cancel, or dispute with or without notice all or any part of our policies and procedures at any time. We will notify all residents of these changes. Changes will be effective on the dates determined by Welcome House, Inc., and after those dates all superseded policies will be null.

The Welcome House

Off-site Work & Volunteer - Code of Conduct

Remember, when you are on a job (or volunteer opportunity) coordinated by the Welcome House - **you represent the Welcome House**. Participants in these activities are **REQUIRED** to comply with the following:

- Be on-time, introduce yourself, work hard and complete the job. Be polite, courteous and respectful of the Client and Client's property at all times. Work safely, and be aware of your work environment. Follow the instruction / direction provided by Welcome House Management and or the Client (while on-site).
- If additional work is requested, or there are significant changes in the original agreement, refer the Client to Welcome House Management. **DO NOT** schedule additional work directly with the Client.
- **DO NOT** use your cell phone (talk, text or internet) while at work. Cell phone use is restricted to the lunch break.
- Clean-up after yourself. **DO NOT** leave trash or litter at the Client site (collect it and take it to an off-site trash can for disposal).
- Do only as you are instructed. You are not there to act as a consultant and your opinions or suggestions are not appropriate unless specifically requested.
- If there is a reason that you feel you cannot complete the job as requested, contact Welcome House Management for direction.
- Wear clothing appropriate for the specific task or opportunity. If you have any question about what is appropriate, please ask Welcome House Management for direction.
- **DO NOT** contact the Client directly (except when on-site and specific to the task-at-hand). **DO NOT** call or text the Client, before or after the job, unless specifically instructed to do so by Welcome House Management.
- Use the restroom prior to arriving at the site (**DO NOT** ask to use a Client's bathroom and **DO NOT** go into a Client's home unless specifically instructed to do so). Over the lunch break (or in an emergency) go to the nearest public restroom if necessary.
- If you smoke, ask the Client for permission to do so first. Smoke breaks should be kept to a minimum (1 smoke break every two hours). **DO NOT** leave cigarette butts at the Client site (put them in an empty can and take them to an off-site trash can for disposal).
- You are **REQUIRED** to disclose and **immediately** provide **ALL** payments to Management. If you are behind on rent, **ALL** earnings (including tips) **MUST** be applied toward your rent obligation (as determined by Management).
- Welcome House vehicles, tools and/ or equipment must be cleaned and returned to the Welcome House daily.
- You are not to use the Welcome House vehicles for anything other than the specific assignment (transportation to and from the job site, with no stops or deviations except as pre-approved by Management).
- **BE GRATEFUL** – Client's that hire the Welcome House are **SUPPORTING** the **Welcome House** and **YOU**. They don't have to do this. Please make sure that they know how grateful we are for their support!

Welcome House Etiquette

- **Clothes Closet-** Use of the closet to be determined by house staff or clothes closet supervisor. Please help maintain a clean and orderly closet by using clothes hangers and stacking folded clothes neatly. Take only what you need and leave what you don't for the next guy.
- **Bus Passes/Love Fund-** Bus passes are for new residents only depending on availability. Two (2) free single ride passes per day for the first two (2) weeks of residency, and \$.75 per pass for the second two weeks. Request for passes are to be made as the resident is leaving for the day. No advance passes will be issued. Love fund is reserved for new residents for laundry, hygiene, or bus fare when house bus passes are unavailable.
- **Late Plates-** Late plates are to be ordered no later than 30 min. before the kitchen closes, and are reserved for residents who at work during dinner service or per management. Breakfast late plates are not available. One (1) sack lunch per resident a day will be available during scheduled kitchen hours.
- **Personal Belongings-** The Welcome House is not responsible for lost, damaged, or stolen personal property. Be advised not to buy, sell, trade, or loan personal belongings of value (cell phones, electronics, clothing, etc.) to other residents.
- **Proper Use of the Front Desk-** One resident at the office door at a time to receive assistance from the desk staff (i.e. pay rent, medication, etc.). The members of the desk staff are fully knowledgeable and are enabled to enforce all the house rules.
- **AA/NA Meetings/Welcome House University-** Residents must stay the entire duration of the meeting/class to receive credit. Absolutely NO cell phone use during meeting/class (i.e. texting, calls, candy crush etc.). Common curtesy should be extended to all class instructors and meeting leaders; crosstalk should be kept to a minimum.

Welcome House, Inc.

Resident Rules Agreement

I _____ hereby acknowledge that I have received copies of, and read and understand, the Welcome House, Inc. **Resident Rules** and **Off-site Work & Volunteer - Code of Conduct**. As a condition of my residency at the Welcome House, I agree to abide by and comply with the **Resident Rules, Welcome House Etiquette,** and **Off-site Work & Volunteer - Code of Conduct**.

Signature _____ Date _____

Print _____



Welcome House

ACCIDENT WAIVER AND RELEASE OF LIABILITY FORM

RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT

In consideration of participating in the programs operated by Welcome House, Inc. (the "Activities"), I hereby represent and certify that (i) I understand the nature of these Activities, (ii) I am in good health and in proper physical condition to participate in the Activities, and (iii) that I have not been advised to not participate in the Activities by a qualified medical professional.

ASSUMPTION OF RISK. I fully understand that the Activities involve inherent and other risks, hazards and dangers that may include, but are not limited to, serious bodily injury, permanent disability, death, and property loss, which may be caused by (i) my own actions or inactions, (ii) the actions or inactions of other participating in the Activities, or (iii) the actions, inactions, or negligence of the Releasees named below. I further understand that there may be risks either not known to me or not readily foreseeable at this time, and I am voluntarily participating in the Activities with knowledge of the same and fully accept and assume all such risks and all responsibility for losses, costs, and damages that I incur as a result of my participation in the Activities.

RELEASE OF LIABILITY. I hereby release, discharge, and covenant not to sue Welcome House, Inc., its affiliates, their respective administrators, directors, officers, volunteers, employees, representatives, and agents, and any sponsors, vendors, advertisers and, if applicable, owners and lessor of premises on which the Activities take place, each of which shall be considered a Releasee hereunder, from all liability, claims, demands, losses, or damages, on my account caused or alleged to be caused, in whole or in part, by the actions, inactions, or negligence of Releasees or otherwise, and I further agree that if, despite this ***Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement***, I make, or anyone on my behalf or on their own behalf makes a claim of any type against any of the Releasees (including without limitation as to their negligence), I will indemnify, defend, save, and hold harmless each of the Releasees from and against any and all loss, liability, damage, or cost, including reasonable attorney's fees, which they may incur as a result of such claim.

PUBLICITY AND PHOTOGRAPHIC CONSENT AND RELEASE. I hereby grant and convey unto Welcome House, Inc. the unrestricted absolute, perpetual, worldwide right to: (a) use, simulate, and portray my image, likeness, voice, whether captured digitally, on film, in a sound recording, or through the use of any other medium as captured or made by Welcome House, Inc. or its designees during the Activities (collectively, the "Images"); (b) copy, modify, create derivatives, and otherwise use and exploit the Images in any medium; (c) use and permit to be used my name or other identifying materials in connection with the Images. I acknowledge, both for myself and my heirs and assigns, that I shall receive no payment, royalties, or compensation with respect to the use of any Images in any medium. Furthermore, I hereby grant and convey unto Welcome House, Inc. all right, title, and interest in any and all photographic images and video or audio recordings (including without limitation as to my name, actions, portrayal, image, voice and/or likeness) made by Welcome House, Inc. or its designees during the Activities, including, but not limited to, any royalties, proceeds, or other benefits obtained from such photographs or recordings. I further hereby release, discharge, and covenant not to sue the Releasees named above from all liability, claims, demands, losses, or damages arising directly or indirectly from the use of the Images described above, including without limitation any claims for libel, slander, invasion of privacy, or other claim based on the use, exhibition, publication, reproduction, display, or distribution of such Images.

OTHER. I have read the foregoing ***Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement***, understand that I have given up substantial rights by signing it, have signed it freely and without any inducement or assurance of any nature, intend it to be a complete and unconditional release of all liability to the greatest extent allowed by law, and agree that, if any portion of this ***Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement*** is held invalid, the balance shall continue in full force in effect. I understand that this ***Release and Waiver of Liability, Assumption of Risk, and Indemnity Agreement*** shall be governed by the laws of the State of Missouri and that any claim, lawsuit, other action must be filed only in the state or federal courts located within Jackson County, Missouri.

I HAVE CAREFULLY READ, FULLY UNDERSTAND, AND VOLUNTARILY SIGN THE ABOVE RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF THE RISK, AND INDEMNITY AGREEMENT AND ACKNOWLEDGE THAT IT SHALL BE EFFECTIVE AND BINDING UPON ME, MY HEIRS, EXECUTORS, REPRESENTATIVES, AND ASSIGNS.

| | | | |
|-------------------------|------|---|-----|
| Participant's Signature | Date | Participant's Name (Please print legibly.) | Age |
|-------------------------|------|---|-----|

| | |
|---------------------------|------|
| Parent/Guardian Signature | Date |
|---------------------------|------|

(If under 18 years old, Parent or Guardian must also sign)

Welcome House, Inc

1414 E 27th Street

Kansas City, Mo 64108

Motor vehicle information

Date _____

Resident Name _____

Vehicle Make/ Model/Color _____

License Plate Number _____

Insurance Provider Name _____

Welcome House, Inc

1414 E 27th Street

Kansas City, Mo 64108

Resident Employment Information

Date _____

Resident Name _____

Unemployed Other _____

Employer Name _____

Employer Phone # _____

Employer Address _____

Work Schedule

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------|--------|--------|---------|-----------|----------|--------|----------|
| Time | | | | | | | |

Pay Period Daily / Weekly / Biweekly / Monthly / Other

Electronic Medical Record and Program Management Release

Welcome House, Inc.

I understand and acknowledge the use of an electronic health record and program management software, as well as various other forms of electronic media, to document, track, manage and report on my involvement, progress and participation in the Welcome House program.

I hereby authorize Welcome House, Inc. to release my program participation and/or protected information as deemed appropriate and relevant to my recovery process and in pursuit of program improvements and/or the better understanding of Substance Abuse Disorder (alcoholism and addiction) and the recovery process. This includes, but is not limited to, information from my medical or other records - including HIV (AIDS) testing, sexually transmitted disease, physical and mental health, substance abuse, legal and criminal, financial and related information. In addition, I authorize Welcome House, Inc. to share my individual and aggregate program participation data, in a de-identified format, as determined by the organization.

I further release Welcome House, Inc. from all legal responsibility and/or liability that may arise from the release of such records as specified above and I hereby waive all rights I have to preserve their confidentiality.

Client/Resident Signature: _____

Date (Month/Day/Year): _____

**AUTHORIZATION FOR THE USE OF AND DISCLOSURE OF
PROTECTED HEALTH INFORMATION**

I hereby consent and authorize Welcome House, Inc. to disclose (i) any Protected Health Information (within the meaning of 45 CFR § 160.103), including, but not limited to, medical records and prescription and pharmaceutical records, and (ii) the substance abuse information specified below, in any form (including oral, written or electronic) to the following person(s) or entity(ies):

| | | |
|--------------------------|---|--------------|
| First Call | 9091 State Line Rd, Kansas City, MO 64114 | 816-361-5900 |
| Name of Person or Entity | Address | Phone Number |

| | | |
|--------------------------|---------|--------------|
| Name of Person or Entity | Address | Phone Number |
|--------------------------|---------|--------------|

| | | |
|--------------------------|---------|--------------|
| Name of Person or Entity | Address | Phone Number |
|--------------------------|---------|--------------|

This authorization applies to the following substance abuse information, including all data, notes, records, reports and other documents related thereto (please initial each item that applies):

- | | |
|--|---|
| <input type="checkbox"/> Presence in alcohol and/or drug treatment services | <input type="checkbox"/> Initial assessment/evaluation of treatment needs |
| <input type="checkbox"/> Summary of alcohol and/or drug treatment, progress and compliance | <input type="checkbox"/> Attendance in alcohol and/or drug treatment services |
| <input type="checkbox"/> Drug screening and breathalyzer results | <input type="checkbox"/> Involvement, participation and progress in Division of Social Services cases |
| <input type="checkbox"/> Involvement, compliance and progress with court-mandated services | <input type="checkbox"/> Other _____ |

The purpose this authorization is to facilitate the client/resident’s treatment and care while participating in the Welcome House program, which may include, among other things, transferring or referring the client/resident to treatment providers, involving family members in the client/resident’s treatment, reporting to courts and probation officers, and providing information to legal counsel.

I understand that this authorization may be revoked at any time, except to the extent already acted upon, by giving written notice to Welcome House, Inc. and that, unless earlier written notice of revocation is provided, this authorization will automatically expire upon the earlier of (i) the client/resident ceasing to be a resident of Welcome House or (ii) [redacted]. I understand that treatment, payment, enrollment or eligibility for benefits may not be conditioned upon signing this authorization. I understand that Welcome House, Inc. may re-disclose this information, and if re-disclosed, the information would no longer be protected by federal privacy rules and regulations.

Signature of Client/Resident (if 18 years or older)

 Date

Signature of Parent or Legal Representative (if applicable)

 Date

Relationship to Client/Resident, if not signed by Client/Resident