

# **FIELD MANUAL**

**PATHFINDER PROGRAM  
RESIDENT HANDBOOK**



“If anyone would come after me,  
let him deny himself and take up  
his cross daily and follow me.”  
—Jesus Christ (Luke 9:23)

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# CONTENTS

In-Processing Checklist	7
Program Overview	9
Program Description	12
Pioneer Phase Requirement Checklist	22
Pathfinder Phase Requirement Checklist	26
Navigator Phase Requirement Checklist	29
Guide Phase Requirement Checklist	32
Standard Operating Procedures	35
Treatment and Participation	35
Timeliness	36
Pass and Curfew	36
Hygiene, Dress, and Appearance	38
Duties and Responsibilities	40
Personal Belongings	42
Sexual Assault and Harassment	42

Grievance Policy	46
Disciplinary Policy	47
Substance Use and Possession Policy	53
Medications	54
Medication Assisted Treatment (MAT)	55
Spiritual Health Field Kit	63
Mental Health Field Kit	75
Physical Health Field Kit	83
Field Notes	92
Additional Meetings Log	124
Contact Information	135

## IN-PROCESSING CHECKLIST

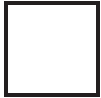
**NAME** \_\_\_\_\_

Once the checklist is completed and all items stamped, residents will move from In-processing Phase to Pioneer Phase. In-processing phase must be completed within 30 days of admission.

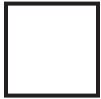
Intake Packet Complete

Initial Entry Fee and all other fees paid in full

Program Orientation



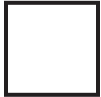
Initial Toxicology Screen



Baggage Inspection



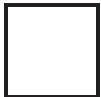
Medication Count-In



Clinical Assessment



Assignment of Class Date



Employment

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*Requirements subject to change*

## **PROGRAM OVERVIEW**

The purpose of this Field Manual is to provide program guidelines and expectations for residents enrolled in ONE80’s Pathfinder Recovery Program, as well as to provide some tools of encouragement and reflection. This manual is not a comprehensive document of all individual responsibilities and requirements, but rather a reference to navigate common issues.

### **STATEMENT OF FAITH**

ONE80 Recovery Resources is an evangelical Christian ministry that affirms the ancient Christian faith as expressed in the ecumenical creeds. We are a non-denominational ministry that affirms the Triune nature of God, the sufficiency of the atonement of Christ, and

the necessity of the Holy Spirit's sanctifying presence in our life. We believe that God values all human life, all people are created in the image of God and made for holy fellowship with God, and that God does not want anyone to perish in sin (2 Peter 3:9). We believe that a person may experience freedom from addiction only by the grace of God, and that God has provided grace to overcome addiction. We believe that faith in Christ is lived out in community with God's people, the Church.

## MISSION STATEMENT

Help for Today, Hope for Tomorrow

## CORE VIRTUES

Integrity	Patience
Self-Control	Respect
Humility	Responsibility
Kindness	Community
Gentleness	

## PATHFINDER CREED

I am a Pathfinder.

The Lord is my Shepherd, in whom I lack nothing. He restores my soul; He leads me in paths of righteousness.

God's Word is a lamp unto my feet and a light unto my path.

I will do justly, love mercy, and walk humbly with Him.

I commit to finding The Way, following The Way, and showing others The Way.

I confess that I have formerly followed my own path to destruction and the detriment of others.

I admit that MY way leads to nowhere.

I cannot recover myself but can be recovered by grace through faith.

I accept the hardships and struggles that come with the narrow path that leads unto life.

I will not stray from The Way, forsake The Truth, or reject The Life until I arrive safely at my destination.

I will follow His map and use His compass to navigate the perilous world and to guide others to the safety of His refuge.

If you also seek the path of life, Walk With Me!

# PROGRAM DESCRIPTION

ONE80's *Pathfinder Residential Program* is a Christ-centered, evidence-based program that aims to identify and meet the underlying mental, physical, and spiritual health needs of persons suffering from Substance Use and Alcohol Disorder. The end goal is sustained, long-term recovery. The program has four phases: Pioneer, Pathfinder, Navigator, and Guide Phase. Each phase increases the amount of freedom, responsibility, and privileges of the resident. Throughout completion of all four phases, the resident should be addressing their past trauma, engaging in healthy relationships, and developing a sense of meaning, purpose, and connection, which will propel them through long term recovery.

## PHASE PROGRESSION

In order to complete a phase, the resident must meet all requirements listed in the Phase Requirement Checklist. Each phase has a unique set of responsibilities, privileges, and requirements that residents must navigate. Once the phase requirements are met and stamped off in the resident's Field Manual, the resident may submit an application to graduate to the next phase. The administration will then brief the resident into the next phase, ensuring that the resident understands the privileges, responsibilities, and restrictions of that phase. A summary of these are provided in the following pages.

## **PHASE PRIVILEGES AND RESTRICTIONS**

### **Pioneer Phase**

- Phone: May use the house phone during posted hours.
- May not have a personal phone or communication device within their control. (This includes “Alexa” or similar connectible devices)
- May not use another resident’s phone or communication device.
- Computer: May use the house computer for posted purposes.
- Employment: Must begin part time employment ASAP. May begin full time employment ASAP.
- Transportation: May not have a personal mode of transportation.
- Permitted to ride with approved drivers. Staff, mentors, and certain driving services are approved.
- Passes: One 2-hour pass each week with a mentor. Additional mentor visit hours may be approved by request.
- Meetings: Must attend all on-campus meetings.

- May attend off-campus meetings only with an on-duty staff supervisor. Board members and volunteers do not count as staff supervision.
- Pre-approved medical pass (except for ER) with approved transportation.
- No recreational passes. Resident must have staff supervision at all off-campus activities except employment and medical appointments.
- Must attend all scheduled Case Management appointments.
- Must attend all assigned therapy appointments (individual and group).
- Must complete assigned curriculum, i.e. workbooks and class attendance.
- Visitation: On-campus visitation is not permitted for first phase residents.
- Parenting Time: Parenting time with a minor child may be scheduled for up to one hour per week, and must not interfere with scheduled programming.
- Church: Must attend church with the house. Must attend mid-week chapel if work schedule allows.



## Pathfinder Phase

- Phone: May use the house phone during posted hours.
- May not have a personal phone or communication device within their control. (This includes “Alexa” or similar connectible devices)
- May not use another resident’s phone or communication device.
- Computer: May use the house computer for posted purposes.
- Employment: Must begin full time employment prior to phase start.
- Transportation: May not have a personal mode of transportation.
- May drive ONE80 vehicle to approved functions with proof of valid driver’s license.
- Permitted to ride with approved drivers. Staff, mentors, and certain driving services are approved.
- Passes: One 4-hour pass each week with a mentor. Additional mentor visit hours may be approved by request.
- Eight 4-hour passes granted during phase. Will not be extended if the passes are used early in phase.

- Meetings: Must attend 2 of the following meetings: AA or NA and Life Recovery or Brianna’s Hope.
- Pre-approved medical pass (except for ER) with approved transportation.
- Must attend all scheduled Case Management appointments.
- Must attend all assigned therapy appointments (individual and group).
- Must complete assigned curriculum, i.e. workbooks and class attendance.
- Visitation: On-campus visitation is not permitted for second-phase Residents.
- Parenting Time: Parenting time with a minor child may be scheduled for up to one hour per week, and must not interfere with scheduled programming.
- Church: May attend an approved church of choice with an approved mentor.

## Navigator Phase

- Phone: May use the house phone during posted hours.
- May possess a “Light Phone” during posted hours. No other phone or communication device is approved.
- Computer: May use the house computer for posted purposes.
- Employment: Must maintain full time employment prior to phase start.
- Transportation: May drive Personally Owned Vehicle (POV) with proof of insurance, valid driver’s license, and valid registration.
- May drive ONE80 vehicle to approved functions with proof of valid driver’s license.
- Permitted to ride with approved drivers. Staff, mentors, and certain driving services are approved.
- Passes: Unrestricted time with approved mentor.
- Eight 12-hour passes granted during phase. Will not be extended if the passes are used early in phase.

- Meetings: Must attend 2 of the following meetings: AA or NA and Life Recovery or Brianna’s Hope.
- Pre-approved medical pass (except for ER) with approved transportation, including POV
- Must attend all scheduled Case Management appointments.
- Must attend all assigned therapy appointments (individual and group).
- Must complete assigned curriculum, i.e. workbooks and class attendance.
- Visitation: On-campus visitation with approved visitors will be considered on an individual basis for 3rd Phase Residents.
- Parenting Time: Parenting time with a minor child may be scheduled for up to one hour per week, and must not interfere with scheduled programming.
- Church: May attend an approved church of choice with an approved mentor.
- Must fulfill House Monitor and assigned student leadership duties.

## Guide Phase

- Phone: May have unrestricted use of personal Light Phone.
- Computer: May use the house computer for posted purposes.
- Employment: Must maintain full time employment.
- Transportation: May drive Personally Owned Vehicle (POV) with proof of insurance, valid driver's license, and valid registration.
- May drive ONE80 vehicle to approved functions with proof of valid driver's license.
- Passes: Unrestricted time with approved mentor.
- Unrestricted Daytime Passes. All residents must be in the building by Lights Out.
- Weekend overnight passes with approval.
- Meetings: Must attend 2 of the following meetings: AA or NA and Life Recovery or Brianna's Hope.
- Must attend all scheduled Case Management appointments.
- Must attend all assigned therapy appointments (individual and group).

- Must complete assigned curriculum, i.e. workbooks and class attendance.
- Visitation: On-campus visitation with approved visitors will be considered on an individual basis for 4th Phase Residents.
- Parenting Time: Parenting time with a minor child may be scheduled for up to one hour per week, and must not interfere with scheduled programming.
- Church: May attend an approved church of choice with an approved mentor.
- Must fulfill House Monitor and assigned student leadership duties
- Should be prepared to take leadership in areas such as daily devotions, mealtime prayer, and house meetings.

# PIONEER PHASE REQUIREMENT CHECKLIST

Checklist must be stamped by administration to be considered for phase completion.

## EMPLOYMENT

Completed 3 months of full-time employment

Completed all additional employment requirements.

\_\_\_\_\_

\_\_\_\_\_

## ACCOUNT

All fees are current with no outstanding balance owed.

*OR*

I have an approved individual payment plan.

\_\_\_\_\_

## CURRICULUM

Relapse Prevention workbook complete.

Experiencing God workbook complete.

36 sessions of IOP attended and stamped.

## CURRICULUM *(continued)*

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## ADDITIONAL ACHIEVEMENTS

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## INTENSIVE OUTPATIENT SESSIONS

Each space must be stamped by administration prior to application for second phase.

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# PATHFINDER PHASE REQUIREMENT CHECKLIST

Checklist must be stamped by administration to be considered for phase completion.

## EMPLOYMENT

Completed 6 months of full-time employment

Completed all additional employment requirements.

\_\_\_\_\_

\_\_\_\_\_

## ACCOUNT

All fees are current with no outstanding balance owed.

*OR*

I have an approved individual payment plan.

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## CURRICULUM / PROGRAMMING

Real Life Discipleship workbook complete.

\_\_\_\_\_

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## ADDITIONAL ACHIEVEMENTS

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## PATHFINDER PHASE PASSPORT

Administration must stamp passport for each approved recreational pass.

*Eight 4-hour passes permitted.*

# NAVIGATOR PHASE REQUIREMENT CHECKLIST

Checklist must be stamped by administration to be considered for phase completion.

## EMPLOYMENT

Completed 9 months of full-time employment

Completed all additional employment requirements.

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## ACCOUNT

All fees are current with no outstanding balance owed.

*OR*

I have an approved individual payment plan.

\_\_\_\_\_

## CURRICULUM / PROGRAMMING

\_\_\_\_\_

\_\_\_\_\_

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## ADDITIONAL ACHIEVEMENTS

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\_\_\_\_\_

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## NAVIGATOR PHASE PASSPORT

Administration must stamp passport for each approved recreational pass.

*Eight 12-hour passes permitted.*



# GUIDE PHASE REQUIREMENT CHECKLIST

Checklist must be stamped by administration to be considered for phase completion.

## EMPLOYMENT

Completed 12 months of full-time employment

Completed all additional employment requirements.

\_\_\_\_\_

\_\_\_\_\_

## ACCOUNT

All fees are current with no outstanding balance owed.

*OR*

I have an approved individual payment plan.

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## CURRICULUM / PROGRAMMING

\_\_\_\_\_

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## ADDITIONAL ACHIEVEMENTS

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## STANDARD OPERATING PROCEDURES

### TREATMENT AND PARTICIPATION

Residents are required to participate in all aspects of treatment while enrolled in the Pathfinder Recovery Program. This includes all individual and group therapy, spiritual development (chapel, church, discipleship training), assigned duties, work details, required recreational activities, physical training, psychiatric, and medical treatment. Each resident will work with their treatment team to develop an individual treatment plan. This plan will be the basis of each resident's treatment evaluation and progress. Refusal to participate in any aspect of treatment will result in immediate removal from the program.

## **TIMELINESS**

Right place, Right time, Right attitude. 90% of success is attendance. Residents are expected to arrive on time and dressed appropriately to all scheduled employment, classes, events, and appointments. Late arrival to any function will result in additional training and developmental counseling. Residents should arrive 10 minutes early to all functions.

## **PASS AND CURFEW**

Pass is departure or absence from ONE80 supervision. Procedures for obtaining a pass may vary according to phase. All residents are expected to adhere to the Pass and Curfew policies of their respective phase. Passes are approved on an individual basis for individual purposes. Passes are not required for staff-directed activities. A pass may be requested using the appropriate form which shall be completed and submitted a minimum of 24 hours in advance.

Residents who are found to be off-campus or in unauthorized locales without

prior approval are considered Absent Without Leave (AWOL). AWOL incidents are immediately reported to the Director of Operations who will follow protocol established in the Operations Manual. Incidents of AWOL may result in disciplinary action, notification of legal authorities (probation officer), and/or immediate removal from the program.

“Lights Out” is defined as the end of the program day. This time is subject to change and will be determined by the Program Schedule, which will be posted for all residents. Following “Lights Out,” residents are to remain in their assigned rooms and beds until “Lights On” with the following exceptions:

- Getting a drink/filling water bottle from approved water source
- Using the restroom
- Changing laundry
- Emergency Event

At no time during “Lights Out” is a resident to be outside of the building for any reason, except emergency, unless prior approval has been given.

## **HYGIENE, DRESS, AND APPEARANCE**

Presentation is important to developing relationships and opportunities. Our hygiene, dress, and appearance should reflect our desire to be approachable. For this reason, residents in all phases will adhere to the following guidelines. Failure to adhere to the guidelines will result in additional training, disciplinary action, or possible removal from the program.

### **Clothing**

Residents will dress appropriately for all occasions. Clothing must be modest, well-fitting, and free of stains, holes, tears, or scuffs. Exceptions may be made individually by Recovery Instructors for work clothing during work or active recreational activities. Clothing which depicts offensive material (including musical artists which create offensive material), support of “drug culture”, or any other material deemed incompatible with ONE80’s Core Virtues will be confiscated and returned to the resident at discharge. Residents should dress professionally for all classroom training, chapel services, and church services. Shorts

and sweatpants (with exclusion of “jogger” khakis) are not authorized during class, chapel, or church.

Tank Tops and Sleeveless shirts are not authorized for wear in any context within the Pathfinder Recovery Program.

Residents are required to be clothed in a minimum of t-shirt and shorts outside of the dormitory during bedtime hours. A minimum of shorts must be worn at all times outside of the bathroom.

Staff and administration may require a resident to change their dress or confiscate any article that does not reflect the standards of dress. (Note: Disagreement with staff decisions should be addressed through the established grievance procedures.)

### **Hygiene**

Residents will shower a minimum of once per day and wash their entire body with soap. Residents will brush their teeth a minimum of once per day. Residents are not required to wear deodorant, but are encouraged to. Cologne may be worn modestly. Excessive use of colognes or body sprays will result in confiscation and loss of use of colognes and

body sprays. Residents are not authorized to possess sprays or deodorants which contain aerosols.

Hair should be clean and maintained. Facial hair is authorized, but must be groomed, cleaned, and maintained appropriately. Determination of hair and facial hair hygiene is individual and will be evaluated by staff and administration. Staff and administration may require more strict hygiene guidelines if it is determined that an individual is not meeting current standards.

## **DUTIES AND RESPONSIBILITIES**

### **Assigned Duties**

Each resident will be assigned daily responsibilities which will assist them in developing discipline and basic life skills, as well as maintaining a clean and healthy living environment. These assignments may include cleaning, cooking, landscaping, or other maintenance-related duties. Residents are expected to perform their assigned duties to standard. Bathrooms, bedrooms, dining areas, and kitchens will be cleaned thoroughly

every day, as directed by the Assignment/Chore Schedule. Residents will complete their assigned duties in a timely manner. If residents require assistance, they will report to their first-line supervisor. If residents are unable to perform their assigned duties to standard, they will receive additional training. Continued or willful negligence of duty may result in disciplinary action up to and including removal from the program.

### **Additional Duties**

In addition to Assigned Duties, residents are expected to maintain their living spaces. Every resident has a responsibility to ensure that their area of operation (AO) is clean and orderly. If these additional duties are neglected, volunteers may be chosen to complete temporary tasks to maintain acceptable living standards. As men of loyalty and humility, volunteers should come forth willingly to assist staff in maintaining cleanliness and program integrity.

## **PERSONAL BELONGINGS**

Personal items accompanying residents will be searched by a staff member. Items that are unauthorized for possession in the program will be securely stored until the resident is discharged from the facility. All drug paraphernalia, vapes, weapons, and any items deemed unsafe will be permanently confiscated and will not be returned to the resident.

## **SEXUAL ASSAULT AND HARASSMENT**

ONE80 is committed to a recovery environment in which all individuals are treated with respect and dignity. Each individual has the right to a professional atmosphere that promotes recovery and prohibits discriminatory practices, including harassment. Therefore, ONE80 expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, discrimination, and harassment.

In order to keep this commitment, ONE80

maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

This policy applies to all employer agents and employees, including supervisors and non-supervisory employees, residents, volunteers, and to non-employees who engage in unlawful harassment in the workplace. Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either:

- Submission to such conduct is made an explicit or implicit term or condition of residency; or
- Submission to or rejection of such conduct by an individual is used as the basis of treatment decisions affecting such individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's recovery or creating an

intimidating, hostile, or offensive recovery environment.

Employees and residents who violate this policy are subject to discipline up to and including the possibility of immediate discharge/termination. Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work directed at an employee or resident because of the employee's or resident's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to keep one's job, retain residency, or avoid some other loss, and offers of benefits in return for sexual favors.

- Retaliation for having reported or threatened to report unlawful harassment.

Any employee, resident, or other person who believes he or she has been harassed by a resident, co-worker, supervisor, or agent of ONE80 or by a non-employee should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her supervisor, or in the alternative, to the Operations Director. Upon receipt of a complaint, the Agency will undertake a prompt, thorough, objective and good faith investigation of the harassment allegations.

If the organization determines that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by the Agency to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. Residents will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by supervisors or co-workers against

any complainant or anyone assisting in a harassment investigation.

## **GRIEVANCE POLICY**

Residents are encouraged to utilize the grievance process to appropriately address conflicts with staff, residents, or policy. Residents will have 24 hour/day uninhibited access to grievance forms and an anonymous method of submission. A grievance against a member of staff or another resident will be reviewed by the Program Manager. A grievance against the Program Manager will be reviewed by the Director of Operations. A grievance against clinical or medical staff will be reviewed by the department supervisor or next line supervisor. Grievances involving policy will be reviewed first by the Director of Operations and submitted to the appropriate authority level as determined by the policy type. If a resident chooses to be identified when submitting a grievance, the grievance must be reviewed by the appropriate level of supervision within 72 hours of receiving the grievance and the reviewer's decision will be

given to the resident. If the resident wishes to appeal the reviewer's decision, it will be reviewed by the next highest authority. Residents may only appeal a Grievance Decision one time. New Grievance Forms submitted for the same grievance will only be reviewed if new evidence exists that was not submitted with the previous grievance form.

## **DISCIPLINARY POLICY**

Discipline is administered through a "points" system. Violations of policy are clearly stated in the Infraction Chart (see table 1.1). Residents who violate a policy will receive the number of points consistent with the level of the infraction.

For every 30 days a resident does not earn a point, an existing point will expire. For example, if a resident receives three points, one point will expire after 30 days as long as no other point has been received. An additional point will expire after another 30 days if no other point has been received. After 90 days with no points, all three points received will have expired.



Accumulation of 3 points will result in placement in the Remedial Phase for as long as 3 points remain in effect. Accumulation of 4 points at any time will result in immediate program termination. Once a point is completed (expired), the resident will receive a completion stamp in their Field Manual.

Residents may also be required to complete additional coursework or assignments to assist with redirection of the questionable conduct. Upon completion of the Remedial Phase and all required remedial assignments, the resident will return to their original phase in the program. Only one Remedial Phase is permitted per enrollment. This means that if 3 points are accumulated for a second time, the resident will be removed from the program.

Table 1.1

## INFRACTION CHART

### LEVEL 1

1. Room violation (Bed not made, personal items not secured in locker during the day)
2. Chore violation (Chores incomplete at required time)
3. Malingering (Feigning illness to avoid employment, meetings, etc.)
4. Recurring expression of negativity (Negative language or behavior which detracts from the recovery environment)
5. Missing a required meeting without prior authorization from ONE80 staff (a pass is required)
6. Missing work without prior authorization from ONE80 staff
7. Missing or being late for a required meeting or event
8. Smoking outside the designated areas
9. Sleeping outside of designated times
10. Using curse words
11. Using the TV without permission
12. Failure to sign in/out

13. Disrespecting your neighbor or neighbor's property
14. Missed payment

## LEVEL 2

1. A recurrence of any Level One infraction
2. Watching sexually-explicit content on television
3. Uncontrolled anger expressed in verbal abuse (insulting, cursing, shouting) or damage to property
4. Making an unscheduled stop, i.e. gas station, person's residence, etc.
5. Failing to have location tracker or application functioning and on your person while on approved leave
6. Misconduct at a meeting
7. Unscheduled Visit/Unauthorized Meetup
8. Aiding or abetting a violation of program policy

## LEVEL 3

1. Possession of non-prescribed, illicit, or unapproved substances, paraphernalia, alcohol, pornography, vape
2. Diversion of medications (Automatic removal from program)
3. Unapproved cell phone or other communication devices
4. Leaving campus without approval
5. Fraternizing with a WeCare resident including private communication, pairing off, sensual touch, giving gifts, and doing favors, etc.
6. Stealing: Taking another person's property without permission
7. Lying: Intentionally telling an untruth or deceiving someone to believe an untruth
8. Fornication: any sexual immorality
9. Violence or threats of violence

**ADDITIONAL INFRACTIONS  
NOT YET PUBLISHED**

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**POINTS COMPLETED**


**SUBSTANCE USE AND  
POSSESSION POLICY**

The critical mission of ONE80's residential treatment program is to provide an environment of healing and minimized temptation. For this reason, the possession or use of illicit substances is strictly prohibited at all times. Evidence of possession or misuse of substances (including cleaning products, hygiene products, or any other substance) could result in immediate removal and/or involvement of law enforcement. All legally prescribed medications and over-the-counter medications will be securely stored and taken in accordance with the Medication Policy. Residents are not to carry, possess, or personally store any unapproved medications while participating in the Pathfinder Recovery Program. Exceptions to this policy may only be granted by conference of the treatment team and final approval from the Director of Operations.

## MEDICATIONS

- Medications must be counted upon arrival.
- Any medication not listed on the Approved Medication List must be approved prior to being passed.
- All medications must be kept in locked storage.
- All controlled medications must be taken in the presence of ONE80 staff according to the posted procedures.
- A staff member may require a resident to drink water and eat two saltine crackers with their medication.
- Residents receiving Suboxone must be observed for at least fifteen (15) minutes and may given water to drink afterwards.
- Residents are responsible to take their medications as prescribed and at designated pass times.
- Gummy vitamins are not considered medication.
- Diversion of medication is an automatic discharge.

## MEDICATION ASSISTED TREATMENT (MAT)

- ONE80 admits persons on MAT.
- Residents admitted on Suboxone should titrate within 60 days. Sublocade (buprenorphine extended-release) and Vivitrol (naltrexone) are acceptable replacements.
- Residents entering without MAT are not recommended to begin MAT after admission.

Table 2.1

## MEDICATION CHART

*Below are the medications which are Approved, Conditional, or Disapproved for use within the Pathfinder Residential Program.*

### APPROVED

- Aleve
- Amitriptyline
- Anaprox
- Apo-Hydroxyzine
- Atarax
- Atomoxetine
- Bupropion
- Buspar
- Buspirone
- Celexa
- Citalopram
- Clonidine
- Cymbalta
- Effexor
- Elavil
- Escitalopram
- Fluoxetine
- Guanfacine
- Hyzine-50
- Ibuprofen
- Intuniv
- Lexapro
- Meloxicam
- Milnacipran
- Mirtazapine
- Mobic
- Multipax
- Naprelan
- Naprosyn
- Naproxen
- Naxen
- Novo Hydroxyzin

### APPROVED (continued)

- Paroxetine
- Paroxetine-Mesylate
- Pasil
- Pexeva
- Propranolol
- Prozac
- Remeron
- Sarafem
- Savella
- Sertraline
- Strattera
- Synflex
- Tenex
- Trazodone
- Venlafaxine
- Vistaril
- Wellbutrin
- Zoloft
- Zyban

### CONDITIONAL

#### Mood Stabilizers

- Carbamazepine
- Carbatrol
- Depakote
- Divalproex
- Epitol
- Equetro
- Lamictal
- Lamotrigine
- Tegretol
- Novo-carbamaz

- Novo-divalproex

- Oxcarbazepine
- Tegretol
- Teril
- Topamax
- Topiramate
- Trileptal

#### Narcotics

- Gabapentin
- Neurontin
- Suboxone

## DISAPPROVED

### **Benzodiazepines**

- Ativan
- Centrax
- Doral
- Kononpin
- Librium
- Paxipam
- Serax
- Tranxene
- Valium
- Xanax

### **Anti-psychotics**

- Abilify
- Aripiprazole
- Clozaril
- Consta
- Geodon
- Haldol
- Haloperidol
- Latuda
- Lurasidone
- Mellaril
- Olanzapine
- Peridol

- PMS Haloperidol
- Quetiapine
- Risperdal
- Risperidone
- Seroquel
- Thioridazine
- Ziprasidone
- Zyprexa

### **Mood Stabilizers**

- Lithium
- Carbolith
- Dralith
- Eskalith
- Lithizine
- Lithobid

### **Muscle Relaxants**

- Amrix
- Carisoprodol
- Cyclobenzaprine
- Flexeril
- Methocarbamol
- Robaxin
- Soma
- Vanadom

### **Sleep Aids**

- Ambien
- Apo-triazo
- Edluar
- Eszopiclone
- Halcion
- Lunesta
- Novo-Triolam
- NU-Triazo
- Restoril
- Sonata
- Temazepam
- Triazolam
- Zaleplon
- Zolpidem
- Zolpimist

### **ADHD**

- Adderall
- Amphetamine
- Concerta
- Dexmethylphenidate
- Focalin
- Metadata
- Methylin
- Methylphenidate
- Modafinil

- Provigil
- Riphenidate
- Ritalin

### **Narcotics**

- Anexsia
- Co-Gesic
- Darvocet
- Endocet
- Endocodone
- Endodan
- Hycodan
- Hydrocodone
- Ibudone
- Lorcet-HD
- Lortab
- Lyrica
- Magnacet
- Methadose
- Methadone
- M-oxy
- Neurontin
- Norco
- Oxycet
- Oxycontin
- Oxydan Oxyfast
- Oxylr
- Percocet

## DISAPPROVED *(continued)*

- Percodan
- Perdolone
- Pregabalin
- Primaleb
- Propoxyphene
- Ravilia
- Reprexain
- Roxicet
- Roxicodone
- Roxilox
- Ryzolt
- Seudol
- Tramadol
- Tussigon
- Tylox
- Ultram
- Vicodin
- Vicoprofen
- Zydone

## ADDITIONAL REQUIREMENTS

This manual is not a comprehensive document of all individual responsibilities and requirements, but rather a guide to navigate the most commonly addressed issues. Some residents may require additional, individual program

requirements and resources. ONE80 staff members are trained and entrusted to protect and assist in the recovery of every resident. For this reason, residents will comply with all reasonable orders and requests of ONE80 staff members unless the following mitigating conditions are present:

- Following staff directives place the resident at risk of bodily harm (life, limb, or eyesight).
- Following staff directives requires an immoral or illegal act. (i.e. sexual favors, fraud, etc.)

If residents refuse to follow staff directives for the above reasons, an administrative investigation will determine whether mitigating conditions were present. If mitigating conditions were not present, the following may occur: additional training for the resident, developmental counseling with corrective action, possible removal from the program.

If mitigating conditions are found to be present, the following may occur: additional training for staff members, termination of staff members, policy review.

In the event that a resident refuses a staff directive on moral grounds, and the directive and policy are not found to be in violation of ONE80's Code of Ethics, the resident may be administratively removed from the program for their own safety and well-being.

## **SPIRITUAL HEALTH FIELD KIT**

The Spiritual Health Field Kit is a quick reference guide to Scriptures and principles that are critical to the discipleship and recovery processes. These resources are regarded as important tools to use in times of reflection and meditation.

The most important component of a person's wellbeing is their spiritual health. If a person conquers addiction, restores their physical health, but has not become spiritually healthy, their recovery can only be temporary at best. The distinction is between Recovery and Restoration. God wants to Recover yes, but He also wants to Restore people to their original created purpose and potential, which is a thriving relationship with Him.

The selfish nature of our human existence pulls us to pursue our own gratification, like a magnet, even at the expense of our health and



others' wellbeing. For many, dwelling in selfishness leads to long-lasting and destructive habits. It even reshapes our brains to crave the very thing that is our physical, spiritual, and mental demise. In Romans 12, Paul tells us to be "transformed by the renewing of your minds". It's amazing that even in ancient times there was an understanding that sin and selfishness altered the mind.

True Spiritual Health is a relationship with God, through Jesus Christ, his Son. Jesus seeks not only to forgive us from sin, but to purge our selfish nature, and communicate with us daily. He seeks to restore and nurture traits like compassion, generosity, selflessness, humility, and kindness. These are all character traits that Christ Himself exhibits, and He calls us to emulate Him in our words, thoughts, and actions. In Matthew 7, Jesus says that we will know a person's character (and the quality of their spiritual health) by their "fruits". These fruits are the words and actions mentioned above. In Matthew 12, Jesus says that out of the substance of a person's heart, comes the words of their mouth. In other words, we will speak with our mouths and work with our

hands the substance of what we put into our hearts. Finally in Philippians 4, Paul tells us to dwell on the things that are pure, lovely, and of good repute.

## **THE 5 ORDINARY MEANS OF GRACE**

### **Prayer**

Prayer is listening and talking to God.

### **Bible Study**

Bible study is reading and interacting with God's living Word.

### **Fasting**

Fasting is depriving ourselves of comfort in order to sharpen our focus on God.

### **The Lord's Table**

The sacred act of eating and drinking the symbols which Christ gave us for His body and blood.

### **Christian Fellowship**

Gathering together with other believers for worship, fellowship, and accountability.

## MEMORY VERSES

It is recommended to commit these verses to memory as they are a source of encouragement and reminder of the What, Why, and How of discipleship and recovery.

### **Luke 9:23 (NIV)**

Then he said to them all: “Whoever wants to be my disciple must deny themselves and take up their cross daily and follow me.

### **Philippians 4:8 (NIV)**

Finally, brothers and sisters, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things.

### **I Corinthians 10:13 (NIV)**

No temptation has overtaken you except what is common to mankind. And God is faithful; he will not let you be tempted beyond what you can bear. But when you are tempted, he will also provide a way out so that you can endure it.

### **I John 1:5-7 (NIV)**

God is light; in him there is no darkness at all. If we claim to have fellowship with him and yet walk in the darkness, we lie and do not live out the truth. But if we walk in the light, as he is in the light, we have fellowship with one another, and the blood of Jesus, his Son, purifies us from all sin.

### **Ephesians 5:8 (NIV)**

For it is by grace you have been saved, through faith—and this is not from yourselves, it is the gift of God

### **Romans 12:1-2 (NIV)**

Therefore, I urge you, brothers and sisters, in view of God’s mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship. Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.

## **Romans 6:6 (NIV)**

For we know that our old self was crucified with him so that the body ruled by sin might be done away with, that we should no longer be slaves to sin.

## **Galatians 5:22-24 (NIV)**

But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law. Those who belong to Christ Jesus have crucified the flesh with its passions and desires.

## **James 1:22 (NIV)**

Do not merely listen to the word, and so deceive yourselves. Do what it says.

## **BIBLE READING PLAN**

Reading and studying the Word of God is critical to developing a healthy lifestyle and lasting change. Contained in the Bible, through universal principles and specific situations, are the prescribed responses to every situation that you will encounter in

life. However, the Bible is a collection of 66 books written by 44 authors, inspired by God Himself. It can appear daunting to a person who is new to faith in Christ. For this reason, it is helpful to have a Bible Reading Plan. Below is outlined a prescribed method of reading that will introduce you to the concept of Bible study and allow you to gain important initial insights into your relationship with God and how He speaks through his Word. As with everything else in life, the most important task in starting something new is simply to begin.

## **Inductive Study**

Inductive study is the joy of discovering what the Bible actually says. One who studies the Bible inductively is thoughtfully interacting with Scripture. As you interact the prescribed books below, some tools of inductive study are laid out in three simple steps: Observation, Questioning, and Application. First: Observe what is written. Second: Ask questions. Third: Apply the findings to your life.

## **The Gospel of Mark**

There are four gospels: Matthew, Mark, Luke, and John. Gospels are the story of Jesus' life, death, and ministry from four different perspectives. The Gospel of Mark is the first stop on your journey to learn about God.

- Read 1 chapter per day
- Discuss what you've read with a trusted friend or mentor
- Answer the question: "What does this question tell me about Jesus?"

## **The Book of 1 John**

The of 1st John is named that because it's John's first letter to the churches. It tells us how to know we are a child of God.

- Read 1 chapter per day
- Discuss what you've read with a trusted friend or mentor
- Answer the question: "How may one know they are a child of God?"

## **The Book of Romans: Chapters 1-8**

The book of Romans is actually a letter from Paul the Apostle to the church in Rome. Paul wrote many letters to many churches, which revealed God's will for His church and how

we as Christ followers should live in fellowship with God and His church. In Romans, Paul clearly articulates the plan of salvation.

- Read 1 chapter per day
- Discuss what you've read with a trusted friend or mentor
- Answer the question: "How has sin impacted my life?"
- Answer the question: "Why do I need grace?"

## **The Book of Proverbs**

The Book of Proverbs was written by King Solomon, the wisest king of Israel. In the book of Proverbs, God gives us His practical advice on many ordinary, everyday situations. These include things like finances, relationships, temperament, and more.

- Read 1 chapter per day
- Discuss what you've read with a trusted friend or mentor
- Answer the question: "What lesson in this chapter do I need in my life right now?"

## **The Book of Genesis**

Genesis is the first book of the Bible and it contains very important topics such as the

account of Creation and the establishment of the house of Israel (Jacob), the nation that Jesus would later be born into.

- Read 1 chapter per day
- Discuss what you've read with a trusted friend or mentor
- Answer the question: "How did sin appear in the stories of the characters in Genesis?"

*If at any time you feel confused about something you've read, seek guidance from your pastor or discipler.*

## **NICENE CREED**

Also fundamental to Spiritual Health is understanding what the Bible is and what it says about God. Generations of Christians, scholars, and theologians have determined the fundamental core beliefs to being a Christ-follower, as written in the Bible. These truths transcend denominations and doctrinal differences and are reflected in the Nicene Creed. In short, these are the truths that a Christian should be willing to die for.

I believe in one God,  
the Father almighty,  
maker of heaven and earth,  
of all things visible and invisible.  
And in one Lord Jesus Christ,  
the Only Begotten Son of God,  
begotten of the Father before all worlds;  
God of God, Light of Light,  
Very God of very God,  
begotten, not made, being of one substance  
with the Father;  
By whom all things were made.  
Who for us men and for our salvation  
came down from heaven,  
and was incarnate by the Holy Spirit of the  
Virgin Mary,  
and was made man;  
He was crucified also for us under Pontius  
Pilate,  
he suffered and was buried,  
and on the third day he rose again,  
according to the Scriptures;  
He ascended into heaven  
and is seated at the right hand of the Father.  
He shall come again with glory  
to judge both the living and the dead;  
Whose kingdom shall have no end.

I believe in the Holy Spirit, the Lord and the  
giver of life,  
who proceeds from the Father and the Son,  
who with the Father and the Son together is  
worshipped and glorified,  
who spoke by the holy prophets.  
I believe one, holy, catholic and apostolic  
Church.  
I acknowledge one baptism for the remission  
of sins  
and look for the resurrection of the dead  
and the life of the world to come.  
Amen.

## MENTAL HEALTH FIELD KIT

What is mental health and why does it matter? Paul calls us to be transformed by the renewing of our mind because there is an unimpeachable relationship between the mind and the soul. The mind is often compared to a computer. This is a partially effective analogy because the brain does receive, process, and export information. A healthy brain is able to receive information, process that information and export a functional, regulated response to the stimulus. An unhealthy brain receives information, but that information may become distorted, resulting in an irrational response. However, mental health, the health of the mind, doesn't just refer to the physical health of the brain. It also refers to the emotional aspect of the person, which is more difficult to quantify, because it is related to the health of a person's

soul. Emotions are complex, individual, and important. Emotions can be impacted by chemical balances in the brain and body, the amount of food or sleep a person has gotten, a person's personal experiences, a person's spiritual health, and a number of other factors. Due to the individual nature of mental health, it is imperative that each person learns how to assess their own mental health and how to maintain it, becoming an expert in their own emotions.

As you continue in your recovery and discipleship journey you will understand that Jesus calls us to lead and serve others. Can we lead and serve others if our minds and bodies are not healthy? The answer is yes, but not well. A physically, mentally, and spiritually healthy life is about having our needs met. Below is a graph of Maslow's Hierarchy of Needs. This "Needs Pyramid" represents the basic needs of all human beings. The Math of Needs is very simple. People whose needs are met are like fountains, they bubble over and are able to give generously to others out of their emotional wealth. People whose needs go unmet, especially for long periods of time, are like vacuums. They feel that they need to suck

in and take from other people. In addiction, this feeling of insatiable need causes significant harm to those around us and takes from others. The goal is simple: meet the needs and you will change the outcome.

### **Self-Actualization**

Desire to Become the Most that One Can Be

### **Esteem**

Respect, Self-esteem, Status, Recognition, Strength, Freedom

### **Love and Belonging**

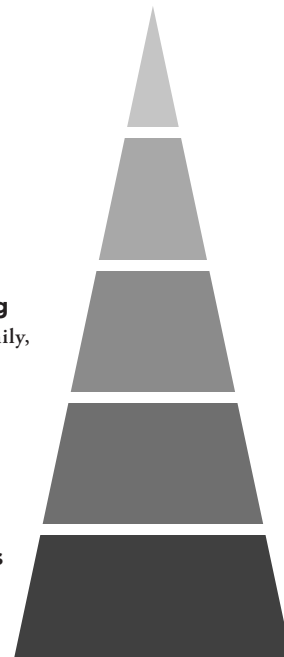
Friendship, Intimacy, Family, Sense of Connection

### **Safety Needs**

Personal Security, Employment, Resources, Health, Property

### **Physiological Needs**

Air, Water, Food, Shelter, Sleep, Clothing, Reproduction



Each resident is provided with workbooks that contain the specific skills and topics discussed throughout therapy. Residents are encouraged to retain their workbooks, as well as this manual, for reference when needed.

One of the most important components of mental health is proper stress management. Stress can be compared to weight lifting. Lifting weights can be good for your body, as long as it's done moderately and within the limits of the person's ability to do it safely. However, if someone were to throw on the plates and have their buddies drop it on their chest, they would be crushed under the weight and injured. The same is true with stress. We can overload ourselves with stress, often causing physical, mental, and spiritual damage. For people that struggle with addictions, stress is often a trigger for use. However, stress is unavoidable. We will, by the nature of existence, encounter responsibility, hardship, and challenge. Here are some ways that we can manage stress and remain productive.

## **Pray**

Prayer is a learned skill. When we take our stress to God in prayer, it isn't that we are asking

Him to do everything for us. 1 Corinthians 14 tells us that God is the "Author of Peace." God literally wrote the book on peace. Philippians 4 tells us not to be anxious, but to bring our requests to God with thanksgiving, and He will give us the "...peace that passes understanding." Prayer is a skill that helps us to realize that God is greater than our temporary situations and that He listens when we talk.

## **Plan**

"Poor planning precedes poor performance;" "Failure to Plan is a Plan to Fail." These and countless other cliches and quotes remind us that failure is often determined before we ever encounter the thing we're worried about, because we didn't prepare for it. Planning is important. Take a tiny amount of time each day to look at your calendar, put in important info, and determine what needs to happen before you get there.

## **Prepare**

When there is a planned event approaching, prepare in advance. Earlier in the manual, it was stated that "right place, right time, right uniform" is 90% of success. This is



true, but these 3 things require preparation. Preparation includes gathering all materials needed for the event, preparing your appearance (clothing, haircut, hygiene, etc.), and preparing your mind and spirit (through practice and study).

### **Prioritize**

Since we will inevitably encounter stressful situations, how do we keep stress from overloading us? This is done through Prioritization. When encountering a stressful situation, stop, breathe, and ask yourself the following questions: “Is it my problem?” “Can I do anything about it?” “How immediate is the problem?” “Is there something more important I should be doing?”

The most important thing on your list may not be another task. It could be that you are stressed because of an element of self-care. If you need food, sleep, or time outside, that might be the most important thing that you can do, in that moment. Your body and mind are essentially biological systems that need maintenance and care to function properly. The Bible defines your body as a temple. Taking care of your temple is sometimes more important than solving the next problem.

However, there are times when the problem is immediate. In that situation, solve the problem, and then assess your need for self-care.

### **GRATITUDE LIST**

Gratitude is a foundational part of a relationship with God and our mental health. While we were living in sin, we took without thought, and we consumed without thankfulness. We were saturated by an attitude of pride and entitlement. When we humble ourselves to confess our sins and receive forgiveness, the first emotion of a truly saved heart should be gratitude. From that new beginning, we are able to recognize our selfishness and the many blessings of God that we took for granted. This is an opportunity for you to recognize those blessings in your own life and to list them. Then one by one, tell Jesus “thank you” and reaffirm your commitment to love like He loves and give like He gives.

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## PHYSICAL HEALTH FIELD KIT

The goal of ONE80 is to equip you with knowledge of your spiritual, mental, and physical needs so that you can obtain the abundant life that Jesus intends for you to have. The Physical Health Field Kit contains helpful information for you to regulate your body and improve your physical wellbeing.

### NUTRITION

Have you ever heard the phrase, “you are what you eat?” While mind-numbingly cliché, it is true. It is also true in a mental and spiritual way, which we have highlighted in the other Field Kits. There are two important aspects of nutrition: What you eat, How much you eat. Think of food as fuel (because it is). Your body uses a variety of chemical processes to

metabolize food and turn it into energy. In this way, we are similar to vehicles. Imagine if you put the wrong kind of fuel into an airplane. What would happen? Imagine if you put too much fuel into your car. What would happen?

In comparison to the first, our human “engine” won’t immediately explode, but it can be significantly hindered by eating the wrong things. Over time, fatty foods, such as hamburgers and processed snacks destroy our heart and arteries. The right foods are lean proteins such turkey, chicken, and fish (unbreaded) and leafy vegetables. High sugars such as cakes, bread, and even fruit should be minimized.

What about too much food? The second example of over-fueling our car would result in gasoline spilling on the ground. Unfortunately, humans tend to retain the excess food they consume and because it can’t be immediately metabolized, it is stored as fat. Excess fat results in less energy which impacts quality of life and ability to perform. Obesity also leads to problems like heart disease and diabetes.

On the other hand, if your body isn’t getting the nutrition it needs, it will start to

“eat itself.” For example, high-energy activities require protein (meats), calcium (milk), and carbohydrates (bread and pastas) to replace the nutrients your body metabolizes during that activity. If you don’t replenish those nutrients, your body will take what it needs from your muscles and bones.

The goal is to balance our food intake with our metabolic output (exercise). Below is a chart which describes the amount of calories you should consume based on your weight and metabolic output. This chart describes how much we should consume but doesn’t describe what we should consume. For more information about proper nutrition, please refer to a ONE80 recovery instructor.

## CALORIE CHART

Body Weight	Resting Calories	Low Activity	Medium Activity	High Activity
<b>100</b>	<b>1,120</b>	<b>1,450</b>	<b>1,570</b>	<b>1,680</b>
110	1,150	1,490	1,600	1,720
120	1,190	1,550	1,670	1,780
130	1,220	1,580	1,700	1,830
140	1,250	1,630	1,750	1,880
<b>150</b>	<b>1,280</b>	<b>1,660</b>	<b>1,800</b>	<b>1,920</b>
160	1,320	1,720	1,850	1,980
170	1,350	1,750	1,890	2,000
180	1,380	1,790	1,930	2,070
190	1,420	1,850	1,990	2,100
<b>200</b>	<b>1,450</b>	<b>1,880</b>	<b>2,030</b>	<b>2,180</b>
210	1,480	1,950	2,050	2,200
220	1,512	1,970	2,100	2,270
230	1,540	2,000	2,160	2,300
240	1,580	2,050	2,200	2,400
<b>250</b>	<b>1,610</b>	<b>2,090</b>	<b>2,250</b>	<b>2,410</b>
260	1,640	2,130	2,300	2,460
270	1,676	2,170	2,350	2,500
280	1,710	2,220	2,400	2,560
290	1,740	2,260	2,440	2,600
<b>300</b>	<b>1,770</b>	<b>2,480</b>	<b>2,500</b>	<b>2,660</b>

## HYDRATION

Every bit as important as nutrition is hydration. More than any other substance (except air) our body craves and requires water. The average person should be drinking no less than 3.5 quarts of water for men and 2.5 quarts of water for women. However, high energy activities will increase this amount. For significant and consistent hydration loss through sweat (such as during a fitness program), males should consume an average of 8 quarts per day.

## EXERCISES

Residents are encouraged to utilize safe exercise techniques in their own time to improve their physical conditioning. Staff members are able to equip residents with guidance or exercises ideas with or without equipment.

## FITNESS GOALS

Everyone has a different body type and level of fitness. For that reason, it's important to understand our limits and set goals that are safely achievable. The space below is provided for you to track your fitness goals and progress.

Exercise/Event 1 \_\_\_\_\_

Current Score/Time \_\_\_\_\_

Goal \_\_\_\_\_

Date \_\_\_\_\_

Exercise/Event 2 \_\_\_\_\_

Current Score/Time \_\_\_\_\_

Goal \_\_\_\_\_

Date \_\_\_\_\_

Exercise/Event 3 \_\_\_\_\_

Current Score/Time \_\_\_\_\_

Goal \_\_\_\_\_

Date \_\_\_\_\_

Exercise/Event 4 \_\_\_\_\_

Current Score/Time \_\_\_\_\_

Goal \_\_\_\_\_

Date \_\_\_\_\_

Exercise/Event 5 \_\_\_\_\_

Current Score/Time \_\_\_\_\_

Goal \_\_\_\_\_

Date \_\_\_\_\_

Exercise/Event 6\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_

Exercise/Event 7\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_

Exercise/Event 8\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_

Exercise/Event 9\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_

Exercise/Event 10\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_

Exercise/Event 11\_\_\_\_\_

Current Score/Time\_\_\_\_\_

Goal\_\_\_\_\_

Date\_\_\_\_\_







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## CONTACT INFORMATION

**DAVID FRY** *Executive Director*  
 dfry@one80recovery.org  
 765-656-9327

**GREG GEORGE** *Operations Director*  
 ggeorge@one80recovery.org  
 765-650-0448

**ONE80 OFFICE**  
 765-699-0500  
 187 Roy Scott Pkwy W,  
 Frankfort, IN 46041

**PAUL PHILLIPE** *Transportation*  
 765-659-4060  
 401 W. Walnut Street

**MEDICAB** *Transportation*  
 877-647-4848

