



Cambridge Eating Disorder Center

Transitional Living Rules & Guidelines

In order to assist the residents with their recovery process, the following guidelines and expectations have been established and must be followed:

Cleanliness:

Bedrooms

- Residents are responsible for maintaining the cleanliness of their bedrooms. On a daily basis:
 - Beds are made
 - Floor is tidy and free from clothes and other personal belongings
 - Dirty clothes are placed in laundry basket/bags
 - Clean clothes are put away in designated spaces.
 - Trash is removed from trash cans.

- Bedrooms will be checked twice weekly by staff to ensure adherence to this rule.
 - If this expectation is not met, residents may face a consequence to be determined by staff on an individual basis.

Kitchen

- Residents are expected to work together to establish and maintain a clean kitchen area. This means that the following chores should be shared among the residents of each apartment:
 - Taking out the trash and recycling when the receptacles are full.
 - Replacing bags after trash is emptied
 - Placing dirty dishes in the dishwasher
 - Starting dishwasher if dishwasher is full
 - Emptying dishwasher when it is run and dishes are clean

- Washing dirty pots and pans in the sink
- Thoroughly cleaning the sink and counters
- Individuals' food is labeled and stored in designated cabinets
- Throwing away old/expired food in refrigerator and keeping the refrigerator clean.

Dining Room

- Residents are expected to wipe and clean the dining room table after meals, and to keep the floor of the dining room clean of any food crumbs.

Living Room

- Residents are required to keep the living room area clean, organized and free of clutter.

Bathroom Room

- Residents are encouraged to work together, as a community, to establish a clean and organized bathroom space. This means each resident is responsible for:
 - Labeling and organizing personal hygiene products
 - Respecting one another's items and not using them without expressed permission
 - Cleaning up after each use of bathroom
 - Emptying bathroom trash if full and replacing the trash can liner
 - Keeping all floors of the bathroom clean
 - Bathtub and shower areas need to be cleaned regularly
 - Making sure toilets are cleaned thoroughly very regularly
 - Reporting drainage problems in bathroom quickly to staff.

Patio Space

- Residents are expected to keep the transitional living's yard clean and free of personal clutter.

Laundry

- Residents are responsible for their personal laundry. Each unit has a washer and dryer in the unit. This means each resident stores dirty laundry in a basket/bag in their bedroom and folds and puts away clean clothes once their laundry is completed.

- Each resident is responsible to wash her own towels and sheets.
- Bed linens are recommended to be stripped, washed and replaced once a week.
- Each resident is responsible for making her own bed after washing their linens.

Personal Items

- While Transitional Living takes reasonable measures to prevent theft and vandalism, residents must take responsibility for personal possessions. Transitional Living does not assume responsibility for damaged, lost or stolen personal items.

Meals

- Each resident is responsible for her individual meal plan. All residents will be on different, individualized meal plans based on past and current treatments recommendations. Therefore, residents should refrain from comparing each other's meal plans.
- Each resident is responsible for purchasing food and creating her own meals and snacks.
- It is recommended that residents eat at designated times in order to normalize their eating. Mealtime Coaching can be provided by the Life Skills Coach on an as needed basis.
- It is recommended to have Saturday dinner meals either by dining out at local restaurants or by ordering in food. This provides residents with the opportunity to practice choosing and ordering items from a menu in addition to creating variety within their meal plan. The resident is responsible for paying for their own meal. The staff working on Saturday evenings will assist with coordinating the Saturday night meal.
- Sunday evening meals are community meals. Residents within each unit work with one another to prepare and cook a meal as well as eat the Sunday evening meal together. It is recommended that all residents attend the weekly community meal within their unit.

Grocery Shopping

- A weekly grocery shopping list should be made by each resident. The list should include items for meals and snacks, toiletries and cleaning supplies. Grocery shopping can be supported by the Life Skills Coach. Residents are responsible for putting grocery items away after they return to their apartment.

Medications

- Each resident is responsible for her own medication. Each resident is given an individual lock box and a key. Residents are expected to keep their prescribed and over-the-counter medications in their allocated lock box. The staff will also have a key to the lock box. Residents must keep their Case Manager at CEDC informed of medication changes. Each resident is responsible for safely storing their medications and refilling them as needed. There will be a fee of \$20.00 if the key to the lock box needs to be replaced, if the remaining key cannot be duplicated, residents are responsible for the cost of a replacement lock box.

Curfew

- All residents are expected to follow the outlined curfew:
 - 10:00 pm – Apartment Curfew – Sundays – Thursdays
 - 11:00 pm – Apartment Curfew – Fridays and Saturdays
 - 9:00 pm – New Resident Curfew – Sunday – Saturday
 - New Residents have restricted curfew of 9:00 pm for the first week at transitional living. This allows residents to adjust to the transitional living program and permits staff to become familiar with the new resident.

Overnight Stays

- Overnight stays away from CEDC are permitted. However, the resident must inform their Life Skills Coach and receive approval. Overnights are not permitted until one week after moving in to the transitional living program. A written request must be submitted to the transitional living staff 48 hours in advance.

Visitors

- Outside visitors are only permitted in the apartment during the visiting hours of 7:00 pm – 9:00 pm when staff are present. Exceptions are made to this rule for move in and out days.

Alcohol and Drug Use

- Alcohol and illegal or unauthorized drugs are not permitted in the transitional living program. In addition, residents should not return to the transitional living program facilities under the influence of alcohol or drugs at any time. If there is a suspicion that a resident is under the influence of alcohol, the transitional living program staff reserves the right to conduct a breathalyzer test on a resident at any time. If a resident's blood alcohol level is over the legal limit of .08 she will be escorted to a local emergency room for further evaluation and treatment. Similarly, if a resident appears to be under the influence of any substance, she may be escorted to the ER for further evaluation or treatment. A resident can be considered for dismissal from the transitional living program as a result of violating these terms.

Self-Harm

- Self-injury, including but not limited to:
 - restricting
 - bingeing and purging
 - laxative use
 - excessive exercise
 - cutting
 - burning
 - taking medications inappropriately, etc., is not permitted
- Higher level of care will be recommended if a resident is struggling with self-harming behaviors. Dismissal from the transitional living program will be considered an option.

Smoking

- There is no smoking permitted in the transitional living apartments. If a resident is a smoker, she can use the designated smoking area outside of the building

Pets

- Pets are not permitted in the transitional living apartments.

Fire Safety

- Residents are expected to observe all fire safety procedures and to know where the fire extinguishers are located. Candles and incense are not allowed due to building safety codes.

Security Cameras

- The protection provided by surveillance cameras is essential in maintaining lawful and safe use of the transitional living premises. Surveillance cameras are located at the front and back entrances of transitional living.

Acceptable Personal Conduct

- Residents are expected to dress appropriately. Physical roughhousing, flirting or sexual behaviors towards others are not allowed. It is expected that residents will be respectful of others and their belongings. Use of other residents' cigarettes, food, clothes, toiletries or other personal items without their expressed permission is not allowed.
It is expected that residents will refrain from yelling, swearing, and fighting or any form of physical aggression towards others. It is expected that residents will resolve conflicts with other residents in a mature and responsible manner.

Weekly Apartment Meeting

- In order to discuss community living issues, an apartment meeting will be held weekly. The meeting will be facilitated by the Life Skills Coach.

Weekly Case Management Meeting

- Each resident will meet with a licensed CEDC clinician on a weekly basis in order to discuss the resident's areas of need and progress.

