

ELEVATE

RECOVERY HOMES

MEMBER HANDBOOK

LIVE INTENTIONALLY

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elevaterecoveryhomes.com

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WELCOME & OUR PHILOSOPHY

Elevate Recovery Homes

Our Mission

At Elevate Recovery Homes, our mission is to support you in creating a life of purpose and value. Early sobriety is more than abstaining from substances — it is an opportunity to build a completely new way of living. We equip you with the tools, community, and accountability to not only get sober but to stay that way and build something worth staying sober for.

We want our home to feel like your home — not a program or facility. With a small group of housemates, you have space to grow and people to lean on. We schedule group activities, community meals, house meetings, and sober anniversary celebrations to build real relationships.

Our Philosophy

Everything at Elevate is built around four principles:

- Structure — A consistent environment so you can focus on recovery, not chaos.
- Accountability — We hold you to a high standard because we believe you can meet it.
- Support — A community of people working toward the same goals. You are never alone here.
- Action — Insight does not change a life. Consistent daily action does.

We take an all-methods approach. Whether your path is 12-step, SMART Recovery, faith-based, therapy, or something else — you are welcome here. What we require is that you show up for it actively.

LETTERS FROM LEADERSHIP

From the Founder

Dear Elevate Members,

Thank you for choosing Elevate Recovery Homes. Our vision has always been to create a place where people find the strength, support, and resources to overcome addiction and build real lives in its place.

Recovery is not just about stopping. It is about rebuilding trust, finding purpose, and showing up for a life worth living. That is what we help people do here — and we are honored to do it alongside you.

Together, we rise. Together, we elevate.

Bryce Givens

Founder, Elevate Recovery Homes

From the CEO

Dear New Member,

You took a brave step getting here. I know how much that takes.

I have been where you are. The road is not always easy, but it is worth every bit of effort. At Elevate, we have built a community around the things that actually work — structure, accountability, and genuine connection. Everything else follows from those.

Read this handbook. Come back to it. And when you are not sure what to do, find your House Manager. That is what they are there for. Welcome to the family.

Robby Mitchell

CEO, Elevate Recovery Homes

YOUR FIRST 30 DAYS

What to Expect: Your First 30 Days

The first 30 days set the foundation for everything that follows. Here is exactly what happens.

Day 1 — Arrival & Intake

- Full home tour including all emergency exits
- Location of Narcan kit shown — every member, every time
- Sign all intake documents: Membership Agreement, Handbook acknowledgment, HIPAA authorization, and Release of Information
- Meet your housemates
- Base Camp expectations reviewed: 8:00 PM curfew, no overnights, house rules
- Chore assignment given
- House Manager contact info exchanged; after-hours emergency line provided
- Colorado Crisis Line (1-844-493-8255) saved in your phone

Week 1 — Getting Settled

- Begin attending recovery meetings — minimum 3 per week
- Begin job search if not yet employed (Mon–Fri, business hours)
- Attend your house's weekly meeting

Weeks 2–3 — Building Routine

- Begin your Elevation Plan with your House Manager within the first two weeks
- Log recovery meeting attendance as directed
- Connect with a sponsor or outside recovery mentor if you have not already
- Start your 2 hrs/month community service

Week 4 — Phase Review

- Your House Manager will review your progress toward your first three Elevation Plan goals
- If Base Camp requirements are being met consistently, you are on track for Camp 1 advancement after 30 days

Advancement is earned, not automatic

Show up consistently, be honest, and ask for help when you need it. That is the whole formula.

PROGRAM PHASES

Elevate Member Program Phases

Elevate uses a four-phase structure. As you demonstrate stability and growth, your freedom and responsibility both increase. The goal of each phase is not to get through it — it is to become ready for the next one.

Phase	Min Duration	Curfew	Overnights
Base Camp	30 days min	8:00 PM	None
Camp 1	30 days min	10:00 PM	1 / week
Camp 2	30 days min	12:00 AM	2 / week
Summit	Ongoing	No curfew	Unlimited

Base Camp

Minimum 30 days · 8:00 PM curfew · No overnights

- Begin Elevation Plan with your House Manager within first two weeks
- Achieve 3 goals from Stage 1 of your Elevation Plan
- Attend weekly house meeting and monthly All-House Meeting
- Secure or actively pursue full-time employment (30+ hrs/week)
- Complete 2 hrs/month community service
- Attend recovery meetings minimum 3 times per week

Camp 1

Minimum 30 days · 10:00 PM curfew · 1 overnight/week

- Continue active recovery — minimum 3 meetings/sessions per week
- Achieve 3 new goals in Stage 2 of your Elevation Plan
- Attend weekly house meeting and monthly All-House Meeting
- Maintain 30+ hrs/week employment
- Complete 2 hrs/month community service
- Deepen work with a sponsor or outside recovery mentor

Camp 2

Minimum 30 days · 12:00 AM curfew · 2 overnights/week

- Continue active recovery — minimum 2 meetings/sessions per week
- Achieve 3 new goals in Stage 3 of your Elevation Plan
- Attend weekly house meeting and monthly All-House Meeting
- Maintain 30+ hrs/week employment

- Complete 2 hrs/month community service
- Demonstrate financial responsibility — budgeting and on-time fee payments

Summit

Ongoing · No curfew · Unlimited overnights

- Maintain continuous recovery practices
- Maintain 30+ hrs/week employment
- Attend weekly house meeting and monthly All-House Meeting
- Complete your Transition Plan with your House Manager
- Serve as a positive example to newer members

Phase Advancement

Your House Manager initiates a phase review when minimum time and Elevation Plan goals are both met. Advancement is confirmed in writing. If requirements are not yet met, you and your House Manager will build a short action plan to close the gap.

Phase Demotion & Appeals

A significant rule violation, extended missed milestones, or a relapse may result in a phase demotion. To appeal: submit a written request to the Director of Operations within 5 business days. A decision will be issued in writing within 7 business days.

CONTACT DIRECTORY

Contact Directory

Save these contacts in your phone on Day 1.

Role	Contact	Notes
House Manager	Ask for their direct number on Day 1	First contact for anything day-to-day.
Director of Operations	720-822-0103 programmanagement@elevaterecoveryhomes.com	Phase reviews, re-entry, medication approvals, escalated concerns.
Admissions / Admin	720-608-5875 admissions@elevaterecoveryhomes.com	Fees, invoices, IOP referrals.
Colorado Crisis Line	1-844-493-8255	Free · confidential · 24/7. Any mental health crisis.
Emergency	911	Call 911 first in any life-threatening situation.

After hours

Non-emergency concerns: contact your House Manager. Medical emergency: call 911. Mental health crisis: call 1-844-493-8255 or 911.

RULES & REGULATIONS

Rules & Regulations

These rules protect the safety and recovery of everyone in this home. They are not negotiable.

Your responsibility

By signing the Membership Agreement you confirm you have read and understood every rule in this handbook. Ask your House Manager if anything is unclear.

1. Sobriety

Every member must remain completely clean and sober at all times. Use or possession of alcohol, illicit drugs, or non-prescribed controlled substances may result in immediate discharge — a positive drug test is not required. If you believe a housemate has relapsed, you must notify the House Manager. Failing to report a known relapse may itself result in discharge.

2. Abuse & Zero Tolerance

Zero tolerance for any form of abuse — physical violence, threats, verbal abuse, bullying, or intimidation. Violations may result in immediate termination. Law enforcement will be involved when warranted.

3. Property & Surveillance

Members are responsible for damage they cause to Elevate property. Tampering with security equipment is prohibited. No alterations to the home (drilling, nailing, holes in walls) without prior approval from the Director of Operations. Report all maintenance issues and damage to your House Manager promptly.

4. House Binder

The House Binder — located in or near the kitchen — meeting schedules, house rules, and emergency procedures. Every member is expected to be familiar with it.

5. Medication

Members may be admitted on certain prescribed controlled substances when disclosed at intake and approved by the Director of Operations. New prescriptions or significant dosage increases while in the program require Director of Operations approval. All members on controlled substances must sign an ROI form authorizing communication between Elevate and the prescribing provider. See the full Medication Policy section for details.

6. Lockboxes

Lockboxes are provided for medications and valuables. They may not be removed. Lock combinations may not be changed or shared. Damage to a lockbox or its mounting results in a \$250 repair charge.

7. Drug & Alcohol Testing

All members are subject to random and for-cause drug and alcohol testing. Random testing frequency is determined by phase. Refusal, providing a false specimen, tampering, or leaving before a test is completed will be treated as a positive result and may result in immediate discharge. You must remain under observation until testing is complete.

8. Banned Substances

Prohibited without exception: Alcohol (all forms) | Marijuana/Cannabis/THC/CBD | Synthetic cannabinoids | Cocaine/crack | Non-prescribed amphetamines | Methamphetamine | Non-MAT opioids | Fentanyl and analogues | Kratom | Non-prescribed benzodiazepines | MDMA | Psychedelics | PCP/GHB/Ketamine. Note: FDA-approved MAT medications (buprenorphine/Suboxone, methadone) are permitted when prescribed, disclosed at intake, and managed per the Medication Policy.

9. Program Fees

A non-refundable processing fee is due at admission. A non-refundable program fee is due every 28 days. Payment by credit/debit card or ACH only — no cash. A 4% late fee applies if payment is not received within 7 days of the due date. All fees are non-refundable regardless of the reason for departure. Elevate provides 30 days' notice before any fee changes. Members may request an account statement at any time.

9a. Medical Leave

If a member is hospitalized, community fees continue to accrue and the bed is held for up to 14 days — provided the House Manager is notified within 24 hours. After 14 days, bed availability is not guaranteed. Members returning from hospitalization may require an updated intake assessment.

10. What's Included

Elevate provides: furnished bedroom, all utilities, bedding, towels, cooking and eating supplies, and household cleaning and laundry supplies. Members are responsible for their own food, clothing, personal hygiene items, and transportation.

11. Employment & Daily Activities

Members are expected to be actively engaged in employment, school, vocational training, or structured volunteering within two weeks of admission. If you become unemployed outside of documented illness or injury, you must conduct an active job search during business hours Monday through Friday. If a medical or mental health condition limits your ability to work, notify your House Manager immediately.

12. Active Recovery

Active participation in a recovery program is mandatory. Elevate supports all proven methods: 12-step, SMART Recovery, Refuge Recovery, therapy, faith-based approaches, and more.

13. House Meetings

Weekly house meetings are mandatory for members. Standard agenda: check-ins, recovery shares, chore review, house business, open discussion.

14. Cleanliness

Chores are assigned weekly by the House Manager. Personal spaces must be kept neat with beds made when not in use. Common areas must be free of personal belongings. Prohibited: dirty dishes in the sink; trash in bedrooms; clothes or towels on bathroom floors; uncleaned stove after cooking; laundry abandoned in washer or dryer; cigarette butts in the yard; full trash cans left unemptied.

15. Parking & Storage

No storage in garages, sheds, or outbuildings without prior approval from the Director of Operations. Unauthorized items receive 24 hours' notice for removal, then may be donated. Vehicles must be street-legal with current registration. Park in the driveway or directly in front of the residence. Parking fines are the member's responsibility.

16. Smoking

Smoking and vaping are permitted in designated outdoor areas only. Proper disposal of ash and butts is required. Smoking or vaping inside the home or garage may result in immediate termination. See Rule 34 for the open flame policy.

17. Personal Property

Elevate is not responsible for the loss, theft, or damage of member personal property. Members are responsible for securing their own belongings. We recommend renter's insurance. Items left behind at departure will be held for 72 hours then may be donated or discarded.

18. Guests

Guests are allowed in common areas only. Members are responsible for their guests' compliance with all house rules. Active alcoholics or addicts are not permitted in the home. Any visitor with a history of addiction must be clean and sober for at least 30 days. Guests must leave by your phase curfew. Overnight guests are never permitted. Quiet hours are 10:00 PM to 7:00 AM. On romantic relationships: Elevate strongly advises against new relationships in the first year of recovery. Partner visits follow the same guest policy.

19. Curfew & Overnights

By phase — Base Camp: 8:00 PM curfew, no overnights. Camp 1: 10:00 PM curfew, 1 overnight/week. Camp 2: 12:00 AM curfew, 2 overnights/week. Summit: no curfew, unlimited overnights. Overnight stays require 24 hours' advance approval from the House Manager. No member may stay away more than 3 consecutive nights without written Director of Operations approval. Members on evening/night shift schedules should discuss curfew adjustments with their House Manager in advance.

20. Pets

No pets or animals of any kind inside or outside the residences. Members requiring an emotional support animal must request approval from the Director of Operations prior to admission.

21. Mail

Members are encouraged to use a different mailing address during their stay. Mail sent to the home requires prior arrangement with the House Manager. Elevate is not liable for member mail. Mail will not be forwarded after departure.

22. Technology & Social Media

Phones are permitted except during house meetings and community activities. Do not photograph, record, or post identifiable images of other members, House Managers, or Elevate property without explicit consent from every person shown.

23. Sexual Misconduct

Sexual misconduct of any kind — unwelcome advances, harassment, coercion, or non-consensual contact — is strictly prohibited. Report incidents to your House Manager or the Director of Operations. Reports are confidential to the extent permitted by law. Retaliation against someone who reports in good faith is itself a violation. Violations may result in immediate termination and referral to law enforcement.

24. General Conduct

Members are expected to behave responsibly and respectfully inside the home and in public — paying fees on time, following house rules, and treating everyone with courtesy. Disruptive, disrespectful, threatening, or dishonest behavior may result in discharge.

25. Social Activities

Members are encouraged to suggest group activities and outings to their House Manager. We celebrate sobriety anniversaries, birthdays, milestones, and holidays as a community.

26. IOP / Outpatient Treatment

If outpatient or IOP treatment is prescribed or recommended, attendance at all scheduled sessions is mandatory. Notify your House Manager immediately if a scheduling conflict arises.

27. Community Service

Minimum 2 hours of community service per month. You may volunteer with any outside organization of your choice. Hours must be logged and reported to your House Manager monthly.

28. Shared Responsibility

If you have reason to believe a housemate is using substances or is in danger, notify your House Manager. You do not have to confront anyone directly. Silence in the face of a known risk harms everyone.

29. Termination

Non-compliance with any rule in this handbook may result in immediate termination. If a member leaves without prior approval and does not return, membership may be terminated and all fees forfeited. Unauthorized attempts to re-enter after termination may result in trespassing charges.

30. Infraction System

Rule violations are documented on the Infraction Form. Each infraction is dated and signed by the House Manager and acknowledged by the member. Five (5) infractions result in termination. Some violations — substance use, physical violence, sexual misconduct, tampering with safety equipment — are grounds for immediate termination regardless of infraction count.

31. Non-Discrimination

Elevate Recovery Homes provides equal housing opportunity regardless of race, color, religion, sexual orientation, gender identity or expression, age, disability, marital status, national origin, citizenship, genetic information, or any other characteristic protected by law.

32. HIPAA & Privacy

All medical and mental health information is confidential and used only for purposes related to your care or as required by law. Members must sign an ROI before information is shared with any outside party — except in a genuine emergency or legal obligation. If you believe your privacy rights have been violated, you may file a complaint without fear of retaliation.

33. Good Neighbor Policy

Be a respectful neighbor. Keep noise down, especially during quiet hours (10:00 PM to 7:00 AM). Dispose of trash properly. Park considerately. Maintain the exterior of the property. If a neighbor raises a concern, report it to your House Manager.

34. Open Flame Policy

All open flames — candles, incense, oil lamps, fireplaces — are prohibited inside and outside all Elevate residences. Fire emergency: activate the alarm, evacuate using the posted route, call 911.

35. Illness Policy

Members with symptoms of a contagious illness must notify the House Manager immediately. If diagnosed with a communicable illness, comply with any quarantine or isolation requirements. Return to community participation requires clearance from a licensed healthcare provider.

36. Miscellaneous

Prohibited on premises: gambling for money, prostitution, possession or sale of stolen property, unauthorized tattooing or piercing, viewing explicit content on shared screens. Theft of any kind may result in immediate discharge. Unresolved conflicts should go to the House Manager, not direct confrontation. Lending or borrowing money between housemates is strongly discouraged. The thermostat must stay between 65°F and 75°F.

MEMBER RIGHTS

Member Rights

These rights apply from the moment you arrive. They do not depend on your phase, your history, or any current situation.

- Be treated with dignity and respect by all House Managers and housemates
- Know and understand the rules and expectations that apply to you
- File a grievance without fear of retaliation
- Appeal a phase demotion in writing within 5 business days
- Privacy and confidentiality of your personal health information under HIPAA
- Refuse consent to release your medical information, except as required by law
- Request a copy of your account statement at any time
- Access emergency and crisis services at any time — no one at Elevate will impede this
- Be free from physical, verbal, sexual, or emotional abuse by anyone in this community
- Have complaints investigated fairly and in a timely manner
- Know the outcome of any investigation you are directly involved in

Voluntary Participation & Freedom of Choice

These protections apply to every member without exception:

- You are not required to participate in any specific program groups or treatment services while residing in the home
- You have the right to seek treatment and recovery services from any provider you choose. Elevate will never require you to use a specific facility.
- You are not required to participate in religious services or to adhere to any specific religious beliefs
- You will never be denied admission based on participation in Medication-Assisted Treatment (MAT)
- Your Medicaid status has no bearing on your housing or your opportunity to stay in the home

Elevate does ask every member to stay actively engaged in recovery and to take part in house meetings and community responsibilities. Which recovery path you follow, which provider you use, and which meetings you attend are entirely your choice.

If your rights are being violated

File a grievance at elevaterecoveryhomes.com/Member, contact the Director of Operations directly, or file with CARR at carrcolorado.org/file-a-grievance. You will never be retaliated against for doing so.

MEDICATION POLICY

Medication Policy

This policy covers all members on prescribed controlled substances. It is designed to support members' health while protecting the safety of the community.

1. Admission on Controlled Substances

- Members may be admitted on certain prescribed controlled substances when fully disclosed at intake and approved by the Director of Operations
- New prescriptions or significant dosage increases during the program require Director of Operations approval

2. Opioid Medications

- No opioid medications are permitted except FDA-approved MAT: buprenorphine (Suboxone) or methadone
- Members who require non-MAT opioids for a medical condition must temporarily exit the program until that treatment is complete, then may re-admit with a clean UA

3. Benzodiazepines

- If a member is on a medically supervised taper, taper plans running longer than 6 months require Director of Operations approval
- Taper progress, where applicable, is reviewed with the House Manager every two weeks

4. Pill Counts

Pill counts are not routine and are not scheduled. A pill count is conducted only when a House Manager has reasonable suspicion that a member is misusing, over-using, or diverting medication. No advance notice is given.

- The member counts their own medication aloud while the House Manager observes and independently verifies the count — this protects both the member and the House Manager
- Expected quantity is determined from the prescription label: date of last fill, quantity dispensed, and prescribed dosage
- Every count is documented on an Incident Report — date, medication, quantity counted, expected quantity, and the reason the count was conducted
- Following a count, the member may be monitored on an ongoing basis. Information is shared only with those who need it

5. Discrepant Counts

- If a count suggests misuse or diversion, the House Manager documents the discrepancy on an Incident Report the same day
- The Director of Operations is notified the same day and determines the response — continued monitoring, contact with the prescribing provider, or discharge planning
- The member is informed of the concern directly and respectfully, and is involved in the response where appropriate

RELAPSE POLICY & RE-ENTRY

Relapse Policy

Relapse happens. Our policy is designed to protect the community's sobriety, connect the member to appropriate care, and leave the door open for return when they are genuinely ready.

A relapse is not the end

What matters most is what happens next. The sooner you reach out to us after a relapse, the more options you have.

What Constitutes a Relapse

- Use or possession of any prohibited substance on or off Elevate premises
- Being visibly under the influence
- Abusing, sharing, diverting, or stealing any prescription or over-the-counter medication
- Having more or fewer pills than expected at a pill count

What Happens When a Relapse Occurs

Elevate responds in accordance with Colorado State Law (C.R.S. § 27-80-129(7)) and CARR standards:

1. The member is asked to leave the premises safely and with dignity
2. Elevate immediately helps identify appropriate next-level care — detox, inpatient, or IOP
3. Re-entry is available after demonstrating readiness: negative drug screen, completion of required treatment, and payment of the \$250 re-entry fee
4. Members returning after relapse are placed at Base Camp and must sign a new Membership Agreement
5. If a relapse presents an immediate safety concern, Elevate may discharge the member immediately

Re-Entry Steps

6. Contact Admissions to begin the re-entry conversation: 720-608-5875 · admissions@elevaterecoveryhomes.com
7. Director of Operations confirms eligibility and any additional requirements: programmanagement@elevaterecoveryhomes.com
8. Pay the \$250 re-entry fee before returning
9. Complete an IOP assessment

GRIEVANCE POLICY

Grievance Policy

If something is wrong, we want to know. This policy provides a clear, fair process for raising and resolving concerns.

How to Submit

10. Complete the online form at elevaterecoveryhomes.com/Member or via the QR code in the house binder
11. Include all relevant details: description, dates, times, and people involved
12. Attach any supporting documentation if available
13. Submit — you will receive an automatic confirmation email

Timeline

Confirmation	Automatic email sent immediately upon submission
Initial Review	House Manager reviews within 72 hours. Any grievance concerning a House Manager goes directly to the Director of Operations and is not reviewed by the subject of the complaint.
Investigation	Conducted if warranted — witnesses, documentation, relevant records
Resolution	Member informed of outcome and corrective action within 14 days
Confidentiality	Limited to individuals directly involved in the investigation

Filing against Elevate directly

You may file with CARR at carrcolorado.org/file-a-grievance at any time. This will never result in retaliation.

THE ELEVATION PLAN

The Elevation Plan

The Elevation Plan is your personal roadmap at Elevate. It is not a clinical treatment plan — it is a practical, goal-oriented framework built around the life you want and the specific work required to build it.

You begin your Elevation Plan with your House Manager within your first two weeks. It is a living document that grows with you through every phase.

What It Covers

Recovery	Active meetings, therapy, and sponsor or mentor relationship
Employment	Job stability, career direction, or vocational and educational advancement
Financial Health	Budgeting, debt management, and building credit
Life Skills	Cooking, time management, healthcare navigation, and household management
Relationships	Rebuilding family relationships and building a healthy support network
Health & Wellbeing	Exercise, nutrition, sleep, therapy, and sustainable self-care
Community Service	Giving back as part of a recovery lifestyle
Transition Planning	Your concrete plan for independent living after Elevate

How It Works by Phase

- Base Camp — Set 3 initial goals with your House Manager within first two weeks
- Camp 1 — Achieve 3 new goals in Stage 2
- Camp 2 — Achieve 3 new goals in Stage 3
- Summit — Complete your full Transition Plan: housing, finances, employment, and ongoing recovery support locked in before you leave

Your plan, your goals

Goals are set through honest conversation with your House Manager — not assigned. If priorities shift as you grow, the plan shifts with you.

RELAPSE PREVENTION PLAN

Relapse Prevention Plan

Relapse does not begin with the first use. It begins weeks earlier in patterns of thinking and behavior that are easy to explain away. This plan is your early warning system — built when you are clear-headed, available when you need it.

1. Know Your Triggers

- Personal: stress, exhaustion, loneliness, anger, shame, boredom
- Environmental: specific places, smells, or situations tied to past use
- Social: certain people, conflict, pressure, or unstructured time

2. Recognize Your Warning Signs

- Physical: restlessness, disrupted sleep, tension, low energy
- Emotional: irritability, anxiety, depression, romanticizing past use
- Behavioral: missing meetings, withdrawing, dishonesty, neglecting self-care

3. Your Coping Toolkit

- Exercise, walk, breathwork, or any physical activity that changes your state
- Call your sponsor, text a housemate, or get to a meeting
- HALT check — Hungry? Angry? Lonely? Tired? Address whichever applies.
- Remove yourself from the triggering environment

4. Your Response Protocol

14. Name it: "I am in danger right now." Without judgment.
15. Reach out before you use — call your sponsor, your House Manager, or a housemate
16. Move — physically leave the triggering environment if possible
17. Tell your House Manager — they are there to help, not judge
18. If relapse occurs — tell someone immediately. Every hour matters.

5. Your Support Network

Know these contacts before you need them:

- Sponsor or recovery mentor
- House Manager
- Trusted housemate
- Therapist or counselor
- Colorado Crisis Line: 1-844-493-8255 (24/7 · free · confidential)

6. Long-Term Maintenance

- Keep your meeting schedule — do not cut back when life gets busy

- Maintain your therapeutic relationship — regularly, not just in crisis
- Continue honest self-assessment — warning signs evolve over time

SAFETY PROTOCOLS

Naloxone (Narcan) & Overdose Response

Narcan is in this home

Your House Manager will show you where the Narcan kit is on Day 1. Know where it is. It saves lives.

If someone may be overdosing — unconscious, slow or no breathing, blue or gray lips:

19. Call 911 immediately. Do not wait.
20. Administer Narcan: tilt head back, one spray into one nostril. Instructions are on the package — read them now.
21. Place person on their side to prevent choking.
22. Stay with them until emergency services arrive.
23. If no response after 2–3 minutes, administer a second dose if available.
24. Contact your House Manager as soon as 911 has been called.

Colorado Good Samaritan Law

Calling 911 for an overdose provides legal protection under C.R.S. § 18-1-711. Fear of consequences should never stop you from making that call.

Mental Health Crisis Protocol

If you or a housemate is in crisis — suicidal thoughts, self-harm, psychosis, or severe distress:

25. If there is immediate danger, call 911 now.
26. Contact your House Manager.
27. Call or text the Colorado Crisis Line: 1-844-493-8255 (24/7 · free · confidential).
28. You may walk into any Colorado Crisis Services location without an appointment. Denver: 4353 E. Colfax Ave.

You don't have to be in crisis to reach out

If something feels off, say something. To your House Manager, to a housemate, or call 1-844-493-8255. There is no minimum threshold for your wellbeing to matter.

NEW MEMBER INTAKE CHECKLIST

New Member Intake Checklist

Completed by the House Manager and new member together on Day 1. Both sign to confirm completion.

Documents Signed

- ☐ Membership Agreement
- ☐ Member Handbook acknowledgment
- ☐ HIPAA Authorization and Notice of Privacy Practices
- ☐ Release of Information (ROI)
- ☐ Photo/Media Release (optional)

Orientation Completed

- ☐ Full home tour including all emergency exits
- ☐ Narcan kit location shown and overdose response reviewed
- ☐ House Binder location and contents reviewed
- ☐ Base Camp expectations reviewed: 8:00 PM curfew, no overnights, house rules
- ☐ Chore assignment given
- ☐ House Manager direct contact exchanged
- ☐ After-hours emergency line provided
- ☐ Colorado Crisis Line (1-844-493-8255) saved in member's phone

Administrative

- ☐ Initial payment confirmed and receipt provided
- ☐ Key and access credentials provided
- ☐ Date and time of next house meeting provided

PLANNED DEPARTURE & EXIT PROCESS

Planned Departure & Exit Process

Leaving Elevate is a transition. How you handle it matters. The goal of the exit process is to make sure you are walking into something — not just away from something.

Notice

- Provide at least 30 days' notice to your House Manager
- Your House Manager will schedule a final Transition Plan review within 5 days

Exit Steps

29. Final Transition Plan review — confirm housing, employment, recovery support, and ongoing care are all in place
30. Exit interview with your House Manager — forward-looking, brief, and positive
31. Return all keys, access fobs, and any Elevate property
32. Remove all personal belongings by your departure date — items left behind are held 72 hours, then may be donated
33. Final account review — no refunds on remaining fee days
34. Alumni program introduction — information on staying connected provided before you leave

GUIDE FOR FAMILY & SUPPORT PERSONS

Guide for Family & Support Persons

Recovery affects the whole family. This section helps you support your loved one in the most effective way.

What Helps

- Ask how things are going without directing or interrogating — let them lead
- Attend Al-Anon, Nar-Anon, or family therapy for your own support
- Respect the structure — curfews and visit rules protect your loved one's recovery
- Celebrate milestones: sobriety anniversaries, phase advancements, job milestones
- Be patient — recovery is not linear and the person you see at 30 days is not the same person at 6 months

What Hinders

- Enabling: lending money without accountability, making excuses, shielding from consequences
- Contacting the House Manager to override rules — this signals the structure is negotiable. It is not.
- Unannounced visits — confirm plans with your loved one first
- Rehashing old behaviors during visits — keep conversations on the present and future

Visiting

- Guests are welcome in common areas — your loved one will tell you what is appropriate for their phase
- All visitors must be clean and sober; visitors with a history of addiction must be clean for at least 30 days
- Overnight visits are never permitted

Reaching Us

General questions: 720-608-5875 · admissions@elevaterecoveryhomes.com. Please work through your loved one first whenever possible.

Family Resources

- Al-Anon: al-anon.org · 1-888-425-2666
- Nar-Anon: nar-anon.org · 1-800-477-6291
- SAMHSA Family Helpline: 1-800-662-4357 (free · confidential · 24/7)
- NAMI Colorado: 720-274-6720 · namicolorado.org

OUT-OF-STATE & EXTENDED STAY POLICY

Out-of-State & Extended Stay Policy

This policy applies to any out-of-state trip or stay of more than two consecutive nights away from the residence.

1. Approval Required

Submit a trip request at least 7 days before departure: forms.gle/2dkovHueaptaEfiZ8. Include destination, purpose, dates, accommodation, and contact information.

2. Planning

- Confirm your itinerary, accommodation, and a local emergency contact
- Identify recovery meetings at your destination before you leave

3. While Away

- Check in with your House Manager daily — a text is sufficient
- Notify the House Manager of any changes to your itinerary
- In any emergency, call 911 first, then Elevate

4. Sobriety

- The same sobriety standards apply at all times regardless of location

5. Upon Return

- Check in with your House Manager same day if possible
- You may be subject to drug and alcohol testing upon return

6. Violations

Unapproved trips or failure to communicate during a trip may result in a phase review, demotion, or termination depending on circumstances.

WELLNESS — WORKOUTS · NUTRITION · SELF-CARE

Workout of the Day

Exercise is one of the most powerful recovery tools available. It reduces cravings, stabilizes mood, improves sleep, and rebuilds the dopamine system. Aim for 3–5 sessions per week. No gym required.

Before you start

Always warm up with 5 minutes of light movement. Stay hydrated. Modify exercises as needed. Consistency matters more than intensity.

1. Bodyweight Strength Circuit — 20–30 min

- Push-Ups — 3 sets of 10–15 reps (modify: knee push-ups)
- Bodyweight Squats — 3 sets of 15–20 reps
- Plank — 3 holds of 30 sec to 1 min
- Reverse Lunges — 3 sets of 10 reps per leg
- Tricep Dips — 3 sets of 10–15 reps using a sturdy chair

2. Cardio Blast — 15–20 min

- Jumping Jacks — 3 sets of 30 seconds
- High Knees — 3 sets of 30 seconds
- Mountain Climbers — 3 sets of 30 seconds
- Burpees — 3 sets of 10 reps

3. Core Circuit — 15–20 min

- Sit-Ups — 3 sets of 15 reps
- Russian Twists — 3 sets of 20 total (10 per side)
- Leg Raises — 3 sets of 10 reps
- Side Plank — 3 holds of 20–30 seconds per side

4. Flexibility & Balance — 15 min

- Standing Quad Stretch — 3 sets, 20 seconds per leg
- Hamstring Stretch — 3 sets, 20 seconds
- Tree Pose — 3 sets, 20–30 seconds per side
- Child's Pose — hold 1–2 minutes

5. Full Body Burner — 20–30 min

- Squat Jumps — 3 sets of 10 reps
- Push-Up to Side Plank — 3 sets of 10 reps (5 per side)
- Glute Bridges — 3 sets of 15 reps

- Tuck Jumps — 3 sets of 10 reps
- Superman Hold — 3 holds of 20–30 seconds

Nutrition & Meal Prep

Good nutrition directly supports recovery — mood, sleep, energy, and brain chemistry all depend on it. A few hours of meal prep per week pays dividends every day.

Meal Prep Steps

35. Plan your meals for the week
36. Write a shopping list — use the Grocery Checklist in this handbook
37. Shop for fresh produce, lean proteins, whole grains, and healthy fats
38. Set aside 2–3 hours on your day off to cook in batches
39. Store in labeled airtight containers — most prep keeps 4–5 days

Priority Foods for Recovery

- Fatty fish (salmon, sardines) — support dopamine and serotonin repair
- Leafy greens (spinach, kale) — folate and magnesium support mood and sleep
- Complex carbs (oatmeal, brown rice, sweet potatoes) — sustained energy, fewer cravings
- Lean proteins (chicken, eggs, lentils, tofu) — essential for neurotransmitter production
- Berries and citrus — antioxidants that support cellular repair
- Fermented foods (Greek yogurt, kefir) — gut health is directly linked to mental health

Four Simple Rules

40. Eat regularly — three meals and snacks stabilize mood and energy
41. Minimize ultra-processed food — the closer to its original form, the better
42. Hydrate consistently — dehydration mimics fatigue and irritability
43. Do not make food a battleground — progress over perfection

Self-Care in Recovery

Self-care is not a luxury. It is one of the most direct levers you have on craving vulnerability and emotional stability.

Physical

- Exercise 3–5 times per week — even 20 minutes changes your neurochemistry for hours
- Sleep 7–9 hours consistently — poor sleep is one of the most reliable relapse risk factors
- Eat regularly — skip meals and your mood will follow

Emotional

- Five minutes of intentional breathing or meditation daily changes how your nervous system handles stress over time
- Tell someone when you are struggling — before it becomes a crisis
- Find hobbies and interests — discovering who you are outside of substances is part of the work

Mental

- Practice self-compassion — a compassionate relationship with yourself is more correlated with long-term recovery than self-punishment
- Therapy is not for people who cannot handle life. It is for people who take their lives seriously.

Daily Self-Care Check-In

Three minutes every morning. It works.

Daily Affirmations	Today I am grateful for
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____

Today's top 3 priorities
1. _____
2. _____
3. _____

Water: ○ ○ ○ ○ ○ ○ ○ Sleep (hrs): _____ Notes: _____

LIFE SKILLS — CREDIT · BUDGET · GROCERY

Building Strong Credit

Regardless of where your credit stands today, the path forward is consistent and clear. Time and good habits will change your score — and your score changes your options.

US FICO Credit Score Scale (300–850)

Exceptional (800–850)	Best available rates and products. The long-term goal.
Very Good (740–799)	Competitive rates from most lenders.
Good (670–739)	Approved for most credit products at reasonable rates.
Fair (580–669)	Approval possible with higher rates. Actively improvable within 12–18 months.
Poor (300–579)	Difficult to get approved. Focus on basics: on-time payments, reducing balances.

Step 1 — Know Where You Stand

- Request your free annual report from all three bureaus at annualcreditreport.com
- Review every entry for accounts you don't recognize and errors
- Dispute inaccuracies with the reporting bureau — they must investigate within 30 days

Step 2 — Build or Rebuild

- Secured credit card: deposit \$200–\$500, use for small purchases, pay in full monthly. Converts to unsecured after 6–12 months of good behavior.
- Authorized user: a trusted family member adds you to their account — their history may appear on your report
- Credit-builder loans: available at most credit unions — you make payments, they release funds at the end

Step 3 — Habits That Build Score

- Pay every bill on time, every time — payment history is ~35% of your FICO score
- Keep credit utilization below 30% of your limit (below 10% is optimal)
- Do not open multiple new accounts at once — each application temporarily lowers your score
- Keep older accounts open — credit history length matters
- Monitor monthly via Credit Karma or your bank app

Free financial counseling

Ask your House Manager to connect you with a local nonprofit credit counseling agency. Financial clarity is part of your recovery plan.

Monthly Budget Worksheet

Month of: _____

Date	Income Source	Category	Amount
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Bills & Fixed Expenses	Variable Expenses
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Income Total	\$
Bills & Fixed Total	\$
Variable Total	\$
BALANCE	\$

Grocery Checklist

Write a list before every trip. It keeps you focused, protects your budget, and limits time in environments that may expose you to triggers.

Produce	Protein	Grains	Dairy	Other
☐ Broccoli	☐ Beef	☐ Bread	☐ Butter	☐ _____
☐ Carrots	☐ Chicken	☐ Cereal	☐ Cheese	☐ _____
☐ Celery	☐ Fish	☐ Pasta	☐ Milk	☐ _____
☐ Cucumber	☐ Pork	☐ Rice	☐ Yogurt	☐ _____
☐ Garlic	☐ Eggs	☐ Tortillas	☐ Almond Milk	☐ _____
☐ Lettuce	☐ Tofu	☐ Oatmeal	☐ Greek Yogurt	☐ _____
☐ Mushrooms	☐ Lentils	☐ Quinoa		☐ _____
☐ Onions	☐ Beans	☐ Whole Wheat		☐ _____
☐ Peppers	☐ Turkey			☐ _____
☐ Tomatoes	☐ Salmon			☐ _____

DENVER-AREA RESOURCE DIRECTORY

Denver-Area Resource Directory

Updated regularly. If any listing has changed, please notify your House Manager.

Crisis & Emergency

Emergency	911
Colorado Crisis Line	1-844-493-8255 (24/7 · free · confidential)
Crisis Walk-In Denver	Colorado Crisis Services — 4353 E. Colfax Ave, Denver 80220 — no appointment, 24/7
988 Lifeline	Call or text 988

Recovery Meetings

AA Denver	303-322-4440 · daccas.org
NA Denver	303-832-0528 · gdana.org
SMART Recovery	smartrecovery.org — meeting finder
Refuge Recovery	refugerecovery.org — meeting finder

Treatment & IOP

True North IOP (Elevate partner)	Contact Admissions — virtual and in-person available
Denver Health SUD Services	303-436-6000 · denverhealth.org
ARTS Denver	303-436-4000
SAMHSA Helpline	1-800-662-4357 · findtreatment.gov

Food & Basic Needs

Denver Rescue Mission	303-294-0157 · denverrescuemission.org
Denver Human Services	720-944-3666 — SNAP, financial assistance
Food Bank of the Rockies	303-371-9250 · foodbankrockies.org
Clothing	ARC Thrift Stores · Goodwill — multiple Denver locations

Employment & Education

Denver Workforce Center	720-944-3700 · workforcenow.org
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Emily Griffith Technical	720-423-4700 · emilygriffith.edu
Community College of Denver	303-556-2600 · ccd.edu
Colorado Works Program	coloradodhs.gov/coloradoworks

Transportation

RTD Denver	303-299-6000 · rtd-denver.com — LiVE Reduced Fare available
Denver B-cycle	denver.bcycle.com
Lyft / Uber	App-based rideshare throughout metro Denver

Mental Health & Counseling

Jefferson Center	303-425-0300 · jcmh.org — sliding-scale therapy and psychiatry
NAMI Colorado	720-274-6720 · namicolorado.org
Open Path Collective	openpathcollective.org — therapy at \$30–\$80/session

Financial & Legal

Colorado Legal Services	303-837-1313 · coloradolegalservices.org — free civil legal help
Colorado 211	Dial 2-1-1 — referrals to hundreds of local resources, 24/7

Health Insurance

Colorado PEAK (Medicaid)	coloradopeak.com
Connect for Health Colorado	connectforhealthco.com — ACA marketplace plans
Denver Health Sliding-Scale	denverhealth.org — income-based primary care and dental

ALUMNI COMMUNITY

Elevate Alumni Community

Leaving Elevate is not the end of your connection to this community. The alumni program exists because ongoing connection after leaving a structured environment makes a documented difference in long-term recovery outcomes.

What's Available

- Regular alumni events — social gatherings, sober activities, and milestone celebrations throughout the year
- Optional check-in calls at 30, 90, and 180 days post-departure
- Alumni-to-member mentorship — alumni with 1+ year of sobriety may mentor current members
- Employment and housing referral network — alumni connections have helped members find jobs and housing across Denver
- Annual Elevate Summit gathering — a community-wide celebration each year

Staying Connected

Before your departure, ask your House Manager to add you to the alumni list. Event announcements and resources are shared by email.

Giving Back

If you are in sustained recovery and want to give back, ask the Director of Operations about the alumni mentorship program. Your story matters to someone who is right where you were.

You are always part of this community

Whether you left last week or five years ago, we are glad to hear how you are doing. Come back when you can.

ELEVATE

RECOVERY HOMES

Live Intentionally.

720-608-5875 · elevaterecoveryhomes.com
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programmanagement@elevaterecoveryhomes.com

Colorado Association of Recovery Residences (CARR) Certified

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