

SIDE BY SIDE BRAIN INJURY CLUBHOUSE CONDITIONS OF MEMBERSHIP

See the summary list for an easy to read version (blue page)

SERVICES PROVIDED

1. Side by Side Brain Injury Clubhouse adheres to standards originally developed by Clubhouse International and adapted for brain injury programs by the International Brain Injury Clubhouse Alliance. In this model, **staff and members work side-by-side** to complete activities necessary to run the Clubhouse and promote engagement in the community. Members give and receive support to each other such that strengths, talents, and abilities of each member are optimized. Staff provide guidance and support as needed to ensure efficient operations of the Clubhouse.
2. Staff assist interested members with many aspects of **employment**. A desire to work is the single most important criteria for employment. Members are assisted in developing effective work behaviors, preparing for employment, securing employment in paid or unpaid settings, learning job duties, developing and advocating for reasonable accommodations, maintaining good standing and upgrading employment positions.
3. Members and staff provide assistance to interested members in areas of **advocacy, educational pursuits, independence** in home and community, obtaining affordable and appropriate housing and transportation, as well as medical, legal, financial, social, cognitive and psychological **supports**.
4. Members and staff purchase a nutritious lunch each day for \$3.50. Snacks are available in the snack bar and breakfast is available on Friday mornings- the cost depends on the number of items purchased. This nominal fee encourages members to manage their personal funds and maintain a kitchen budget.
5. Volunteers and student interns often assist Side by Side staff and members. Volunteers and interns are trained and closely supervised by Side by Side staff.

SERVICES NOT PROVIDED

1. **No medical services** are provided or arranged by Side by Side Brain Injury Clubhouse. This includes but is not limited to administration, management, or monitoring of medication and rehabilitative therapies. **Members must bring and be able to take their own medication without assistance.**
2. **Individual physical and/or behavioral assistance is not provided** by Side by Side staff. Members must be independent with assistive devices or bring a personal assistant to provide necessary services. Members must also be independent in managing their own behavior such that they and their Side by Side community are always safe.
3. **Transportation is not provided** by Side by Side Brain Injury Clubhouse. Exceptions to this include travel on behalf of Clubhouse functions such as grocery shopping, bank transactions, etc. Members are responsible for their own transportation to and from Side by Side and employment sites. Staff will assist members in arranging transportation and learning various methods of transportation, like routes when driving or riding buses if requested.

WHO CAN JOIN SIDE BY SIDE BRAIN INJURY CLUBHOUSE

1. Members of Side by Side share the following characteristics:
 - a. Have a brain injury
 - b. At least 18 years of age
 - c. Are independent with assistive devices or accompanied by a personal assistant
 - d. Control behavior such that no threat to self or others exists
 - e. Desire to participate in productive activity and work with peers toward a common goal
 - f. Have funding resources to pay membership fees (sliding scale scholarship assistance is provided as funds are available)

SERVICE AVAILABILITY

At most times the Clubhouse has openings for new members. Members will be admitted into the program in the order that they are signed up. Please note that only members with completed application packets and funding authorizations may be admitted.

If there is a waiting list, acceptance of new members is based on the following:

- Availability of donated funds to cover unfunded and underfunded memberships. Current members receive priority over applicants when funds are limited, however, scholarship amounts may be adjusted based on availability and volume of requests.
- Availability of staff assistance to safely meet the level of physical, cognitive, and behavioral need
- Availability of space in the desired work unit

DISCHARGE

- Membership and participation at Clubhouse is voluntary thus members may discontinue their participation at any time they desire.
- As long as members continue to meet the Conditions of Membership in this document they are welcome to participate at Clubhouse for as long as they desire.
- If at any time members are unable to meet the Conditions of Membership in this document, they will be asked to discontinue participation at Clubhouse until they are able to meet the Conditions of Membership. If there is a health or safety risk posed by the individual member to themselves or the Clubhouse Community, they will be asked to discontinue participation immediately. If there is not an immediate health or safety risk, the member and their representative, if applicable, will be provided a 14 day written notification of the discontinuation of services.

MEMBER RIGHTS

You have the right:

- To be treated with dignity and respect.
- To receive services regardless of your race, national origin, sex, age, religion, or disability.
- To develop goals for your Member Plan, including goals of community involvement.

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Revised: 1/28/09; 11/2011;9/2013;9/2014;3/2015;4/2015;5/2016;8/2016; 1/2019

- To privacy.
- To confidential handling of records and to see your record when you ask.
- To be protected from harm, abuse, and neglect.
- To be free from financial or other exploitation.
- To be free from humiliation.
- To receive services in a safe and clean place.
- To ask questions and get help with your rights.
- To have your complaints investigated and resolved without retaliation (that is, you will not be punished in any way if you complain)

In addition, you can choose what you want to do while you're at the Clubhouse and which community activities you want to join. If you decide this isn't a good place for you, we will help you look for something that suits you better.

You are free to choose which staff you'd like to work with in the Clubhouse work units, on job sites in the community, and when developing your Member Plan.

Sometimes members and staff choose to be part of research that finds new ways to help the Clubhouse and others living with brain injuries. You will always have a choice of whether to be a part of any research before it starts and to stop being part of a project at any time.

If you feel your rights have been taken away, call or write Cindi Johnson, Executive Director at 770-469-9355; cindi@sidebysideclubhouse.org OR Mark Gannon, Chair of the Board of Directors at 404-521-1282; msg@savellwilliams.com.

MEMBERSHIP FEE GUIDELINES

1. Members are charged a membership fee for each day of attendance. Discounts are available to members with no outside funding source and have a financial need. Partial scholarships will be offered as donated funds are available and will be based on a sliding scale according to size and income of the member's household. Any exceptions will be arranged on a case by case basis. Additional fees may apply to individualized services. Side by Side is dedicated to ensuring that everyone who wants to join can do so regardless of their financial situation.
2. Members are ultimately responsible for payment of their membership fees. Special payment arrangements are made with outside funding sources (agencies or companies other than the member him/herself) such as Vocational Rehabilitation, Worker's Compensation, and Medicaid's ICWP. Side by Side Clubhouse will bill outside payers on behalf of its members. Members whose fees are being paid through outside payers will not be individually billed. Exceptions to this include instances where a member chooses to participate in clubhouse activities after being informed that the funding source has not approved payment.
3. Partial scholarships are not guaranteed indefinitely. A scholarship may be discontinued if donated funds are not available. Members will be given 30 days notice before a scholarship is discontinued.
4. Billing statements are sent out at the first of each month for the preceding month's services. Fees may be paid via cash, check or credit card. Payment of fees is due 15 days after the monthly billing date. Services may be temporarily discontinued if payment is

over 90 days late. If an overpayment of service fees is received, members may choose to apply overpayment to next month's charges or to receive a refund within 15 days.

RESPECTING YOURSELF AND OTHERS

Risk and Responsibility

1. Members acknowledge the inherent risk for accidental injury in any activity. Members agree to hold Side by Side Brain Injury Clubhouse harmless for any injuries sustained while engaged in clubhouse activities in the meeting space or community, or on paid or unpaid job sites associated with Clubhouse membership.
2. Members acknowledge their responsibility in developing and maintaining a safe, respectful, and dignified Clubhouse. Members participate in evaluating the effectiveness of the Clubhouse program and in all decisions that affect the design and operation of the program.
3. Members understand that some personal information such as name, address, transportation company, and emergency contact will be kept in a member data base which all members have access to. It is an important aspect of the Business Unit's work tasks to maintain this contact information so it is available in case of emergency.

Staying Safe

1. Members take responsibility for their own safety and look after the safety of each other.
2. Membership at Side by Side is voluntary. While members may come and go from the Clubhouse at their choosing, they should tell a staff member before leaving so that everyone can be accounted for in case of emergencies. Staff will not leave the Clubhouse to look for a member who may have left as it poses a safety risk to the rest of the membership. Therefore, members should have the physical, cognitive, and behavioral ability to remain at the Clubhouse if they need accompaniment in the larger community. A member must bring their own personal assistant if they are not able to either move about the community on their own or remain at the Clubhouse until trusted transport providers arrive.
3. Members and their support providers should notify Side by Side staff of any changes in medications or transportation arrangements.
4. It is expected that members will maintain relationships appropriate to a work setting. This includes refraining from unwelcomed requests for dates, phone numbers, affectionate displays and sexual comments. Consequences for failure to demonstrate appropriate work behaviors will range from warnings to suspension depending on the severity and frequency of violations.
5. Behavior of a sexual nature will not be tolerated at Side by Side. Members, staff, and visitors at Side by Side and in the community deserve an environment free of sexual harassment. Members will be asked to leave if they persist in this behavior. (Examples: displaying private body parts, making sexually suggestive comments to others, sexually touching others).
6. Out of respect of others, members may not ask to borrow money from others at Side by Side. Staff will try their best to assist members with resources for financial assistance.

7. If a member behaves in a way that threatens the safety of other members and staff, he or she will be asked to leave until the behavior is under control. The member's emergency contact/guardian will be notified and asked to take the member home if he/she not able to manage transportation.
8. If a member is in a situation or engages in behaviors that seriously threatens his or her own safety or health, the emergency contact/ legal guardian will be informed. Appropriate law or health enforcement agencies may also be notified. Members will be assisted in finding appropriate counseling or support services as needed.
9. If a member threatens grave bodily harm or death to him/herself or another person it will be reported to the person threatened, the guardian/emergency contact, and law enforcement.
10. If there is a reasonable suspicion that a member or a minor in their care are being neglected or abused, Department of Family and Children Services or Adult Protective Services will be notified.
11. If a member commits a crime while involved in Side by Side activities, it will be reported to appropriate authorities (examples: stealing, possessing drugs or firearms).
12. No weapons of any kind are permitted on Side by Side property by anyone.

Alcohol, Illicit Drugs, And Cigarettes

1. Side by Side Brain Injury Clubhouse is an alcohol-free and illicit drug-free environment.
2. Members will not bring alcohol or illicit drugs (those not prescribed by your doctor) to Side by Side.
3. Members must not purchase or consume alcohol at restaurants or other public places when participating in a Side by Side sponsored function or activity.
4. Members may not share cigarettes with others at Side by Side, ask someone to buy cigarettes for them or sell cigarettes to another member. If a member must smoke, he or she must bring cigarettes.
5. Smoking cigarettes may only occur outside of the building in the designated area. If there are storm watches or warnings, don't go out.
6. If members violate Side by Side's alcohol and illicit drug policy appropriate actions will be taken. They may range from contacting appropriate authorities to suspension, depending upon severity and frequency of violations.
7. Side by Side staff will support members in developing and following a substance abuse recovery plan at the member's request.