Williams House

Welcome Packet

Williams House

Adult Male Residential

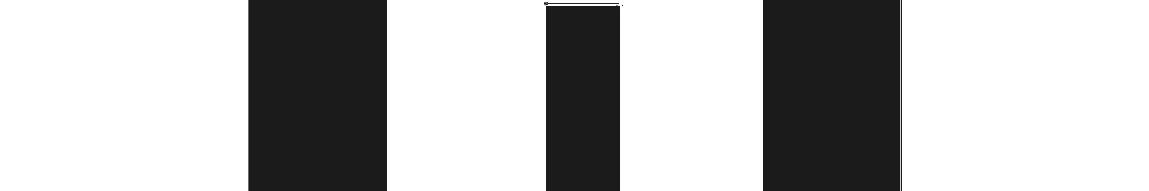
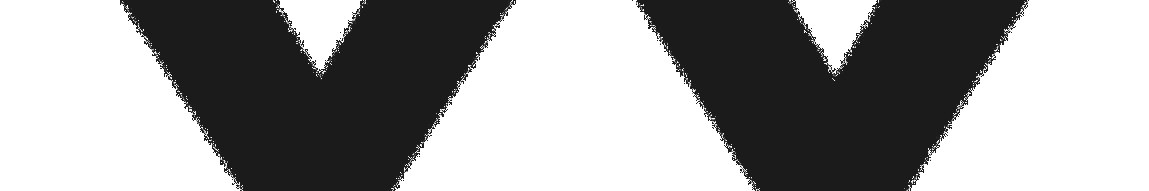
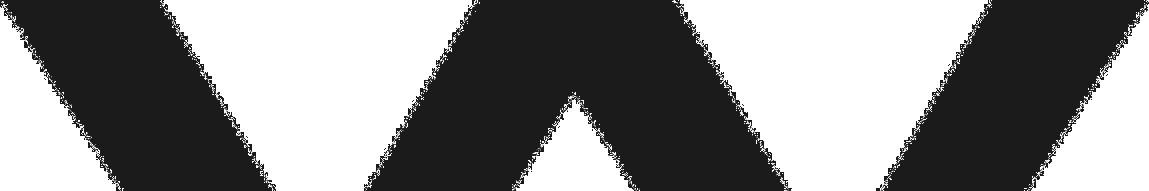
Substance Abuse Treatment Facility

134

W. College

San Angelo, TX 76902

325-653-4210



Williams House is an adult male residential substance abuse treatment facility located in San Angelo, Texas.

The program encourages the belief in the ability to change, acceptance of the tools to change and motivation to use the tools to change.

Intensive Residential

Williams House provides an adult Intensive Residential substance abuse program with a capacity of 16 residential clients. The expected length of stay is determined by counselor and client depending on progress towards treatment.

Our treatment program provides a curriculum based on the Twelve Steps of Recovery. The various treatment modalities include Individual Counseling, Group counseling, Chemical Dependency didactic education groups, Life skills training, Relapse Prevention Training and Support Group meetings.

Eligibility criteria:

* Must be a Texas resident
* Male age 18-and over
* Persons with no income or health insurance may qualify for indigent funding from Texas Department of State Health Services (DSHS)
* Persons with limited income may qualify for sliding scale fee for services.

The Alcohol & Drug Counsel for the Concho Valley shall respect, protect, implement and enforce each client right required to be contained in the Client Bill of Rights.

You have the right to accept or refuse treatment after receiving this explanation.

If you agree to treatment or medication, you have the right to change your mind at any time (unless specifically restricted my law).

1. You have the right to a humane environment that provides reasonable protection from harm and appropriated treatment in the least restrictive setting available that meets your needs.
2. You have the right to be free from abuse, neglect, and exploitation.
3. You have the right to be treated with dignity and respect.
4. You have the right to be told about the program’s rules and regulations before you are admitted, including, without limitation, the rules and policies related to restraints and seclusion. Your legally authorized representative, if any, also has the right to be and shall be notified of the rules and policies related to restraints and seclusion.
5. You have the right to be told before admission:
   1. the condition to be treated;
   2. the proposed treatment;
   3. the risk, benefits, and side effects of all proposed treatment and medication;
   4. the probable health and mental health consequences of refusing treatment;
   5. other treatments that are available and which ones, if any, might be appropriate for you; and
   6. the expected length of stay
6. You have the right to a treatment plan designed to meet your needs, and you have the right to take part in developing that plan.
7. You have the right to meet with staff to review and update the plan on a regular basis.
8. You have the right to refuse to take part in research without affecting your regular care.
9. You have the right to not receive unnecessary or excessive medication.
10. You have the right to have information about you kept private and to be told about the times when the information can be released without your permission.
11. You have the right to be told in advance of all estimated charges and any limitations on the length of services of which the facility is aware.
12. You have the right to receive an explanation of your treatment or your rights if you have questions while you are in treatment.
13. You have the right to make a complaint and receive a fair response from the Alcohol and Drug Council of the Concho Valley within a reasonable amount of time.
14. You have the right to complain directly to the Texas Department of State Health
15. Services at any reasonable time.
16. You have the right to get a copy of these rights before you are admitted, including the address and phone number of the Texas Department of State Health Services.
17. You have the right to get to have your rights explained to you in simple terms, in a way you can understand, within 24 hours of being admitted.

**For residential sites, the Client Bill of Rights shall also include**

1. You have the right not to be restrained or placed in a locked room by yourself unless you

are a danger to yourself or others

1. You have the right to communicate with people outside the facility. This includes the right to have visitors, to make telephone calls, and to send and receive sealed mail. This right may be restricted on an individual basis by your physician or the person in charge of the program if it is necessary for your treatment or for security, but even then you may contact an attorney or the Texas Department of State Health Services at any reasonable time.

**It is the policy of the Alcohol & Drug Abuse Council for the Concho Valley (ADACCV) that every effort shall be made to resolve a participant/client/family member’s grievance in a fair and equitable manner, and that all client grievances will be investigated and resolved promptly in accordance with the Texas Department of State Health Services (TX DSHS).**

1. All staff members shall be aware of a participant/client’s needs and shall pay close attention to those situations that could lead to a grievance situation. Participants/clients may grieve directly to any staff member. Participants/clients may grieve about any violation of client rights or DSHS standards.
2. Staff members will make every effort to resolve the grievance informally by discussing the situation or circumstance with the participant/client.
3. Staff members who are involved will not be included in acceptance, investigation or decision making concerning the grievance.
4. Participants/clients/family members who are not able to resolve their grievances by discussion must put their grievance in writing, including date and signature.
5. Staff will provide pens, paper, envelopes, postage and access to a telephone upon request in order to file a complaint. Staff will provide assistance to participants/clients who cannot read or write or have difficulty reading or writing.
6. The Program Coordinator will investigate the grievance and interview the client as necessary.
7. A written report of the investigation and initial disposition shall be made to the client by the Program Coordinator or designee within seven (7) days.
8. A client who is still dissatisfied may appeal the decision to the Treatment Director, and a written report of the decision will be given to the client within seven (7) days of the receipt of the complaint.
9. A client who is still dissatisfied may appeal the decision to the Chief Executive Officer (CEO), and a written report of the decision will be given to the client within seven (7) days of receipt of the complaint.
10. A client who is still dissatisfied may appeal the decision to the Board of Directors, and a written report of the decision will be given to the client within thirty (30) days of receipt of the complaint.
11. There shall be no retaliation, formal or informal, against the grievant.
12. ADACCV shall retain full records of all grievances in a confidential file for three years, but not in a client’s case file.
13. Participants/clients/family members may submit their grievance at any time directly to:

Texas Department of State Health Services

Investigations Division PO Box 149347

Austin, TX 78714-9347

(800) 832-9623

Texas Department of Human Services Hotline: (800) 252-5400

Texas Rehabilitation Commission Service: (800) 628-5515

Texas Department of Criminal Justice (TDCJ): (512) 451-8442

8712 Shoal Creak Blvd, # 260

Austin, TX 78757

Texas Department of Protective & regulatory Services

-Child Protective Services: (800) 252-5400

**NOTICE OF PRIVACY PRACTICES**

Health Insurance Portability and

Accountability Act of 1996 (HIPAA) and

Drug Abuse Prevention, Treatment and Rehabilitation Act

*Effective as of April 14, 2003*

**THIS NOTICE DESCRIBES**

**HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND**

**DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION.**

**PLEASE REVIEW IT CAREFULLY**

The ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY uses health information about you for treatment, to obtain payment for treatment, for administrative purposes and/or to evaluate the quality of care that you receive. Health information includes any information that relates to (1) your past, present, or future physical or mental health or condition; (2) the health care provided to you; and (3) the past, present or future payment for your health care. Your health information is contained in your client record that is the physical property of the ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY (ADACCV).

The following notice tells you about our duty to protect your health information, your privacy rights, and how we may use or disclose your health information.

**THE DUTIES OF THE ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY (ADACCV):**

* The law requires us to protect the privacy of your health information. This means that we will not use or let other people see your health information without your permission except the ways we tell you in this notice. We will safeguard your health information and keep it private. This protection applies to all health information we have about you, no matter when or where you received or sought services. We will not tell anyone if you sought, are receiving, or have ever received services from us, unless the law allows us to disclose that information.
* We will ask for your written permission (authorization) to use or disclose your health information except for times when we are allowed to use or disclose your health information without your permission, as explained in this notice. If you give us your permission to use or disclose your health information, you may take it back (revoke it) at any time. If you revoke your permission, we will not be liable for using or disclosing your health information before we knew you revoked your permission. To revoke your permission, you must send a written statement, signed by you, to the Alcohol & Drug Abuse Council for the Concho Valley, providing the date and purpose of the permission and saying that you want to revoke it.

**THE DUTIES OF THE ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY - CONTINUED**

* We are required to give you this notice of our legal duties and privacy practices, and we must do what this notice says. We will ask you to sign an acknowledgement that you have received this notice. Alcohol & Drug Abuse Council for the Concho Valley reserves the right to change its information practices and to make new provisions effective for all protected health information it maintains. Revised notices will be made available to you by internal routing, by mail at your last known mailing address, or by specific alternative method, if you have so requested.
* We will not disclose information about you related to HIV/AIDS without your specific written permission, unless the law allows us to disclose the information.
* Your records regarding your treatment for alcohol or drug abuse are protected by federal law and regulations found in the Code of Federal Regulations at Tile 42, Part 2. Violation of these laws that protect alcohol or drug abuse treatment records is a crime, and suspected violations may be reported to appropriate authorities in accordance with federal regulations. Federal law will not protect any information about a crime committed by you at any of the facilities of the Alcohol & Drug Abuse Council for the Concho Valley or against any person who works for the Alcohol & Drug Abuse Council for the Concho Valley or about any threat to commit such a crime. Federal laws and regulations do not protect any information about suspected child abuse or neglect from being reported under state law to appropriate state or local authorities.

The Alcohol & Drug Abuse Council for the Concho Valley will not tell any unauthorized person outside of the Alcohol & Drug Abuse Council Valley facilities that you have been admitted to any of the treatment programs of the Alcohol & Drug Abuse Council for the Concho Valley or that you are being treated for alcohol or drug abuse, without your written permission. We will not disclose any information identifying you as an alcohol, drug, or substance user, except as allowed by law.

The Alcohol & Drug Abuse Council may only disclose information about your treatment for alcohol or drug abuse without your permission in the following circumstances:

* Other provisions that comply with Code 42 of Federal Regulations Part 2;
* Pursuant to a special court order that complies with Code 42 of Federal Regulations Part 2 Subpart E;
* To medical personnel in a medical emergency;
* To qualified personnel for research, audit, or program evaluation;
* To report suspected child abuse or neglect;
* To the Texas Department of Protective and Regulatory Services, as allowed by law, to investigate a report that you have been abused or have been denied your rights.

Federal and State laws prohibit re-disclosure of information about alcohol or drug abuse treatment without your permission.

* You can look at or get a copy of the health information that we have about you. There are some reasons why we will not let you see or get a copy of your health information, and if we deny your request we will tell you why. You can appeal our decision in some situations. You can choose to get a summary of your health information instead of a copy. Access must be granted or denied within 15 days.

(45 C.F.R.164.524)

**YOUR PRIVACY RIGHTS AT ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY:**

* You can ask us to correct information in your records if you think the information is wrong. We will not destroy or change our records, but we will add the correct information to your records and make a note in your records that you have provided the information. (45 C.F.R. 164.526)
* You can get a list of when we have given health information about you to other people in the last six years. The list will not include disclosures for treatment, payment, health care operations, national security, law enforcement, or disclosures where you gave your permission. The list will not include disclosures made before April 14, 2003.

(45 C.F.R. 164.528)

* You can ask us to limit some of the ways we use or share your health information. We will consider your request, but the law does not require us to agree to it. If we do agree, we will put the agreement in writing and follow it, except in case of emergency. We cannot agree to limit the uses or sharing of information that are required by law.

(45 C.F.R. 164.522)

* You can ask us to communicate health information to you by alternative means or at alternative locations.
* You can get another copy of this notice any time you ask for it.

**Treatment, Payment and Health Care Operations**

We may use or disclose your health information to provide care to you, to obtain payment for that care, or for our own health care operations.

**Treatment:** We can use or disclose your health information to other entities performing services to the Alcohol & Drug Abuse Council for the Concho Valley to provide, coordinate, or manage health care or related services. Unless you ask us not to, we may contact you to remind you of an appointment with us.

**Payment:** Alcohol & Drug Abuse Council for the Concho Valley may use and disclose your health information to others for purposes of receiving payment for treatment and services that you receive. For example, a bill may be sent to you or a third-party payer, such as an insurance company or health plan. The information on the bill may contain information that identifies you, your diagnosis, and treatment or supplies used in the course of treatment.

**Health Care Operations:** We can also use your health information for our internal health care operations, for example,

* Activities to improve health care, evaluating programs, and developing procedures;
* Case management and care coordination including personnel having a need for your personal health information in connection with job duties that arise from the provision of treatment;
* Reviewing the competence, qualifications, performance of health care professionals and others;
* Conducting training programs and resolving internal grievances;
* Conducting accreditation, certification, licensing, or credentialing activities; and
* Providing treatment review, legal services, or auditing functions.

**ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY is also permitted to use or disclose your health information without your permission for the following purposes: (Described in Code 42 of Federal Regulations, Part 2)**

* **When required by law**. We may use or disclose your health information as required by state or federal law not listed in this notice.
* **To report suspected child abuse or neglect.** We may disclose your health information to a government authority if necessary to report abuse or neglect of a child.
* **Information for public health activities.** Disclosure is permitted without authorization to:
  + Report cause of death as required by law
  + Report child abuse and neglect as required by law
  + Disclose information to medical personnel of the FDA who asserts reason to believe the health of any individual may be threatened by error in manufacture, labeling, or sale of product and that information will be used exclusively for notifying patients and physicians of potential dangers.
* **Other public health activities.** Your health information can be used or disclosed for other public health activities such as assisting public health authorities or other legal authorities to prevent or control disease, injury, or disability, or other health oversight activities if the report or disclosure is made in such a way that you are not identified as a substance abuse client.
* **For purposes relating to death.** If you should die, we may only disclose information to report cause of death as required by law. Other disclosures require authorization from legal representative.
* **In medical emergencies.** Your health information may be used or disclosed in a medical emergency.
* **To report crime on premises or against program personnel to law enforcement.**  We will report a crime (or threat of crime) that occurs on any of our premises or against program personnel to law enforcement. Program personnel who are victims of crime may also report.
* **To law enforcement for other purposes.** We may disclose your health information under a special court order meeting the requirements of 42 C.F.R.
* **For audit and evaluation activities.** Your health information may be used or disclosed to a private entity that provides financial assistance, is a third party payer, or is a peer review organization.
* **For other healthcare operations.** Your health information may be disclosed to other private entities conducting audit and evaluation activities under a Qualified Service Organization Agreement that meets the specifications of 42 C.F.R.

**ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY is also permitted to use or disclose your health information without your permission for the following purposes: (Described in 42 Code of Federal Regulations Part 2)**

**Continued**

* **For research.** Your health information may only be disclosed if it has been determined that the researcher 1) is qualified, 2) has a protocol with appropriate safeguards; and 3) has had independent review by an IRB or similar review board. Such research cannot identify you, directly or indirectly in any report of such research or otherwise disclose your identity in any manner.
* **Information for judicial proceedings.** Your health information can be disclosed under a special court order meeting the requirements of 42 CFR .
* **For regulatory activities.** Your health information may be disclosed to a governmental agency that has regulatory authority.

**Complaints:**

If you believe that the ALCOHOL & DRUG ABUSE COUNCIL FOR THE CONCHO VALLEY has violated your privacy rights, you have the right to file a complaint. You may complain by contacting:

|  |  |  |
| --- | --- | --- |
| Eddie Vega, LCDC, Residential Program Director  3553 Houston Harte  P.O. Box 3805  San Angelo, TX 76902  Phone: 325/224-3481 | or | Centralized Case Management Operations  U.S. Department of Health and Human Services  200 Independence Avenue, S.W.  Room 509F HHH Bldg.  Washington, D.C. 20201  http://www.hhs.gov/hipaa/filing-a-complaint/complaint-process/index.html |
| **Contact Information:**  If you have any questions or concerns, please contact: | | |
| Eddie Vega, LCDC, Residential Program Director  3553 Houston Harte  P.O. Box 3805  San Angelo, TX 76902  Phone: 325/224-3481 |  |  |

General House Rules

Williams House

Some rules are necessary in group living to maintain a balance between individual wishes and group welfare. These rules are guidelines so that all may gain maximum benefits from the treatment services of the program.

1. Clients will not be permitted to use alcoholic beverages or mind altering drugs. Clients found violating this rule will be discharged from the program.
2. Because of our basic philosophy of a chemical-free lifestyle, all clients agree upon admission, to periodic urinalysis testing, breathalyzer testing as well as to searches of personal belongings.
3. Self-administration medication can only be prescribed by a physician’s order. The staff under the direction of the Residential Program Director will control the dispensing of all medication, both prescribed and over the counter.
4. During admission, clients will be required to have their personal belongings inventoried for possible contraband. Clients will also be required to submit to a hands-off inspection of clothes that the client is wearing (i.e. pockets) for the same purpose.
5. No weapons of any kind will be allowed in the program. All potential weapons (knives, guns etc.) will be turned in to the staff member on duty during the admission process.
6. Violent, verbally aggressive or destructive behavior will not be tolerated and will be grounds for immediate discharge from the program.
7. Profanity or abusive language will not be tolerated. Teasing with sexual overtones is not permitted. Sexual activity of any form is strictly prohibited. Failure to comply is grounds for immediate dismissal.
8. Smoking in the treatment facility is strictly prohibited! Designated smoking area for clients is in the backyard.
   * 1. Smoking in unauthorized areas can result in smoking privileges being revoked.
     2. Leaving cigarettes or lighters outside is strictly prohibited.
     3. Infractions can result in a smoking restriction.
     4. Further infractions will be referred to the Residential Program Director.
     5. No smoking privileges after 9:45 PM. Sunday – Thursday (Friday & Saturday 11:45 AM)

(Clients will abide by smoking schedule.)

* + 1. Smoking area must be at least 15 feet from entrance.
    2. Only one cigarette will be passed out per person (clients allowed to share)
    3. NO House/Community cigarettes will be allowed.
    4. **Cigarettes will not be purchased while in treatment**, family may bring them during visitation and or mail them to PO Box Address.

1. No candles or incense allowed in dorm rooms.
2. Gambling will not be permitted. No lottery tickets!!
3. Pornographic or sexually explicit materials such as films, videos, books, magazines, or

posters will not be allowed. Clients are not allowed to bring any videos or music, or have family bring any to the facility. (Staff are allowed to bring videos, but has to be approved by counselor).

1. Clients will maintain confidentiality of information that is shared in-group and in the facility.
2. Clients agree to keep socially acceptable personal hygiene at all times (showered, shaved, clean clothes, brushed teeth, etc.)
3. Clients will be considerate of one another and the staff.
4. Clients are not to loan or borrow money from other client/staff.
5. Clients shall assist each other, and staff members, in keeping the premises neat and clean on a daily basis.
   1. Each client is responsible for the cleanliness of their own living and sleeping area.
   2. Clients will be responsible to change bed linens. (NO Bleach will used in washers)
   3. Housekeeping and ground keeping chores will be assigned weekly.
6. **Van Rules:** 
   1. No eating or drinking in the van.
   2. For clients safety radio will not be on when vehicle is moving.
7. In case of fire, clients will immediately notify the staff on duty and evacuate the building.
8. Upon discharge, clients will be asked to allow all luggage to be checked for Treatment Center supplies/property. Personal property in safe keeping by the Center will be returned to the client, and the client will sign the form stating that all contents were returned.
9. The Treatment Center is not to be held responsible for articles of clothing or personal belongings left over thirty days.
10. Clients will take responsibility for their personal belongings.
11. Clients agree to actively participate in scheduled activities unless excused by the staff.
12. Since the treatment team acts in your best interest, clients understand that they may restrict visitation rights if determined necessary.
13. Clients agree to report to staff alleged or inappropriate activities at this facility.
14. No earphones or cassette players are allowed. CD players, CD’s & Cell phones are not allowed in the facility.
15. Clients will actively participate in the development of their treatment plan and will strive to meet its goals.
16. Positively under no circumstances will food products or drinks be allowed in clients room, living areas & class rooms because of ants (this includes candy).
17. Caps/hats/do rags/sunglasses will be strictly prohibited inside the facility.
18. Clients are not allowed to enter any commercial establishments whose primary purpose is the sale of alcoholic beverage.
19. There will be no loitering in the staff offices while other clients are receiving medications or while the office is unoccupied.
20. No property (clothes, money, cigarettes etc.) will be accepted during the weekdays, property must be brought during Family visitation on Sunday and given to staff on duty for inspection. Property can be mailed.
21. I understand that appropriate clothing will be worn at all times. Clients must adhere to the following dress code:

**DRESS CODE (MALES)**

Clients must wear appropriate clothing at all times.

* 1. Clothing should fit in a becoming manner.
  2. No shorts shorter than fingertip length when standing.
  3. No Sleeveless Shirts i.e. muscle shirts, wife beaters
  4. Clients must be appropriately covered at all times while in residence.
  5. Clients must wear underwear. Underwear cannot be seen above the waistline of pants or shorts. — No sagging.
  6. Shoes are required at all times for sanitation and safety reasons. (**No** flip flops)
  7. Dress will be casual while in the facility, for all AA/NA meetings and other outside activities unless otherwise approved by staff.
  8. Clean Shaven or well-trimmed beard or mustache. NO EXTREMES!
  9. Body piercings are prohibited.
  10. No pajamas or sleepwear are to be worn outside, nor during the evenings while watching T.V.
  11. Bath robes are to be worn when going to and from the bathrooms.

**Clients not adhering to the dress code will be required to take immediate steps to meet the code. ADACCV staff reserves the right to determine and interpret compliance and adherence to this dress code.**

1. No communication with clients of any other ADACCV program by any means, phone; email; Facebook; or notes.
2. No food or drinks allowed to be taken out by visitors
3. **Visitation** 
   * 1. Visitors will be welcomed during visiting hours. No visitors may interfere with clients scheduled activities.
     2. Since the treatment team acts in my best interest, I understand that they may restrict visitation rights if determined necessary.
     3. All client visitations will be conducted in the living room, dining room and or group room. No visitors are allowed in the upstairs living areas. Small children must be appropriately supervised at all times. All visitors must sign in each time they visit. (**No smoking by client’s or visitors during visitation**).
     4. Visitors are NOT allowed to bring in food or drinks.
     5. Clients **will not** accompany visitors to their vehicles after visitation.
     6. Minors (17 and under) are not allowed to visit unless accompanied by a parent or guardian.
     7. **Visitation is restricted to immediate family only**. (Father, Mother, brother, sister, children, spouse etc.)
     8. Only 2 adults per client per visit will be allowed.
4. Visiting Hours for Intensive Residential services are:
   * 1. Sundays 1:30 pm – 3:30 pm

36. Meals will be served:

Breakfast

|  |  |
| --- | --- |
| Monday - Saturday | 6:30 am – 7:30 am |
| Sunday | 6:30 am – 8:45 am |

Wake-up call is at 6:30 am Mon-Fri., 6:30 am on Saturday and 7:30 am on Sunday (For early risers breakfast can start at 5:30 am.)

Lunch

Everyday 12:00 pm – 1:00 pm

Dinner

Everyday 5:00 pm - 6:00 pm

Daily Snack Time 9:30 pm – 9:45 pm

**Cooking for Breakfast is Saturday and Sundays ONLY. Lunch meals consist of sandwiches & leftovers. Dinner meal preparation begins 4:00 p.m. Monday thru Sunday.**

(There will be NO food or drinks in living rooms, class rooms & upstairs bedrooms.)

1. Telephone Times are as follows:

Intensive Residential:

a. Clients are allowed to make two 15 minute phone calls per week. These phone call will be made between 5:30pm-9:30pm Monday-Saturday on the clients “designated” day and Sunday all day (8am to 9:30pm). (See attachment)

1. Clients will observe posted television. All lights and electric appliances will be turned off when room is unoccupied.
2. No telephone calls after lights out.
3. Each client is required to attend all William’s House meetings as scheduled in the Daily Schedule.
4. Powdered protein or canned drinks are not permitted. This includes powdered and canned energy drinks. No vitamins are allowed unless taken with medication per physician.
5. Clients are not permitted to return to their room after 8:00 a.m. until 5:00 p.m. Monday thru Saturday. (Sunday is free time)
6. Clients are to stay in the fenced in area of Williams House unless taking out trash must notify staff on duty when opening back gate. Fence must be kept closed at all times.
7. Clients are not allowed to communicate with clients of any other program by any means whatsoever, this includes phone, notes, email, Facebook or any other form of communication.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 46. Lights Out: |  | Sunday thru Thursday |  | 10:30 p.m. |
|  |  | Friday and Saturday |  | 12:30 p.m. |

Bedtime 10 p.m. Sunday through Thursday

Bedtime 12 a.m. Friday through Saturday

(Clients must be in rooms by these times and lights out stated above.)

Absolutely NO SLEEPING during any groups including educational videos.

I have received a copy of the General House Rules of the Williams House, and I am aware of the spirit and intent with which they were written. I am willing to cooperate and comply with these rules as stated.

I understand that I may request further explanation of the General House Rules of Williams House at any time throughout my span of treatment.

ADACCV Policy on Treatment Interruptions

The ADACCV Interruptions to Treatment Policy addresses any events that might cause Interruptions in an ADACCV client treatment program or which causes the client to be absent or away from an ADACCV treatment program and/or treatment facility. Any such events will result in days added to the client's treatment length of stay to make up for time lost due to these treatment Interruptions. One day of treatment may be added to the treatment length of stay for each Interruption event.

Any events that interfere in a client's course of treatment for whatever reason will be subject to this policy. Issues that cause treatment interruptions, may include, but are not limited to, physician's appointments, hospital, clinic or emergency visits, legal appointments, family emergencies, CPS or other caseworker meetings, or Probation or Parole meetings and any other causes which require the client to be away from the treatment facility for more than one hour.

In addition, ongoing, persistent and frequent medical or other Interruptions regardless of the amount of time spent away from the facility will be reviewed by ADACCV Clinical Director and may warrant Immediate and unsuccessful discharge from the ADACCV treatment program.

I acknowledge the ADACCV Treatment Interruption Policy has been explained to me and that I have read and understand this policy. I also acknowledge that I received a copy of this policy and agree that I will be subject to this policy as an ADACCV treatment client.

Substance Abuse Resident Expectations Addendum

Definition of Sexual Activity & Will Not Be Tolerated

* 1. Holding hands and playing footsies
  2. Sexual intercourse
  3. Kissing
  4. Fondling of genital area
  5. Oral/anal sex
  6. Fondling of chest area
  7. No pelvis to pelvis hugging or front to front hugging
  8. Appropriate clothing will be worn at all times
  9. No male will be permitted on male units
  10. No male will be permitted on male units
  11. No grooming each other, regardless of sex
  12. No more than one client per bed
  13. No two clients will be allowed to separate from other clients or staff
  14. Clients attending AA/NA meetings will sit in the audience and not separated from group or staff and will not leave the building for any reason

In reading this form, I understand that:

* 1. The above definitions have been explained in a manner which is understandable to me.
  2. I have received a copy of these definitions.
  3. I may receive staff explanation upon request of these definitions at any time throughout the span of treatment.
  4. I understand that appropriate consequences will be administered by staff if I fail to abide by these definitions.
  5. This applies to ALL treatment levels.

Enabling Rule

ENABLING IS:

* 1. Having knowledge or suspicion of a client violating Williams House rules or contracts.
  2. Allowing a client to continue dishonest and/or destructive behavior.

Examples: Knowledge of a client using alcohol or drugs; breaking dating restrictions, knowledge of sexual relations taking place on property.

STEPS TO TAKE TO AVOID ENABLING:

1. Enabling not involving drug or alcohol use:

* 1. Confront the other client about the infraction and give them 12 hours to tell a staff member what they have done.
  2. If the other client does not talk with staff about their infraction, then you shall report it to staff.
  3. If any client fails to comply with this part of the enabling rule, they will receive a consequence.

2. Enabling involving drug or alcohol use:

* 1. Confront the other client and give them 12 hours to tell a staff member.
  2. If the other client does not tell a staff member, it becomes the responsibility of the first client to inform staff at the end of the twelve hours.
  3. If staff is not notified, any client who is knowledgeable of the violation could be charged.

I have read and understand the Enabling Rule Policy of Williams House and have received a copy of it.

Partial list of items Allowed and Not allowed in rooms

This is a partial list and may be modified at any time by staff; verbally or in writing.

Items allowed in rooms

* Personal grooming items
* Shavers
* Body lotion
* Body wash
* Shampoo
* Toothpaste
* Non-alcohol mouthwash
* Nail clippers
* Hair clippers

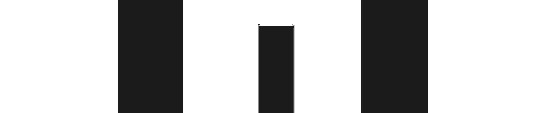
Items not allowed in rooms

* Anything containing alcohol.
* Tobacco
* Lighters
* Vaping materials (i.e. artificial nicotine inhalation devices)
* Candles
* Incense
* Flame of any kind
* Drugs
* Prescriptions
* Drug Paraphernalia (bought or homemade)
* Nutritional supplements (such as energy drinks, vitamins, amino acid supplements, antioxidants, herbal supplements and etc).
* Pornography
* Books and Magazines (must be approved by counselor)
* Food
* Drinks
* Snacks
* Candy
* Personal writing that contains profanity or vulgarity must be kept private
* CD’s , MP3 players or similar music devices



# Group Rules

1. Be in group on time.
2. No cross-talk.
3. Show respect for others by listening.
4. No eating in group (a client who has low blood sugar may bring orange juice, peanut butter or crackers).
5. What is said in group stays in group. We must keep a person’s confidentiality, and this, in return, allows us to bond. Trust builds a strong foundation for people in groups and allows them to obtain goals.
6. Group members are asked to feelings into words, not actions.
7. When class is a lecture, it is not debate class! Questions are appropriate, so please ask for clarification.
8. Take the information you can use and file the other away for further reference, as you will probably see the importance when you are ready to hear.
9. Taking notes is permissible. Working on other assignments, writing personal letters etc., is not acceptable
10. Go to the bathroom before group starts. Going during class is not permissible unless it is absolutely necessary
11. Laying head on table, closing eyes, reclining or slouching etc., is not acceptable; a five minute break can be taken during class if necessary (stand up, stretch, get a breath of fresh air).



# AA/NA MEETINGS

GROUP RULES

(**Facility at times will attend Outside Meetings**)

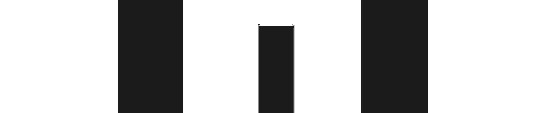
1. Make sure house is in good order.
2. Go to bathroom before leaving for meeting.
3. Leave Williams House at least 30 minutes before meeting starts.
4. No eating or drinking while in the van.
5. Must sit together as a group (unless space doesn't allow).
6. Do not meet anyone at the meeting (this includes significant other).
7. Be respectful to others at meetings (pay attention, do not talk out of turn, do not go in and out of meeting).
8. After meeting, limit time talking to or saying goodbye to others (15 Minutes). If staff says it's time to load up, please do so immediately.

|  |
| --- |
| NOTE: Please respect the house.   1. If in an AA meeting introduce yourself as a “Member of Alcoholics Anonymous” or as an “Alcoholic” (because that’s the way they like it done). 2. If in an NA meeting introduce yourself as an “Addict” or My Clean Date is   \_\_\_\_\_\_\_ (‘cause that’s the way they like it done).   1. It is never appropriate to introduce as an “Alcoholic and an Addict“. 2. Please keep children quiet as to not disturb others. |

ADACCV Treatment Programs

Behavioral Consequences

|  |  |  |
| --- | --- | --- |
| Rule Violation |  | Possible Consequences |
|  |  |
| Cardinal Rules: | Cardinal Consequences: |
| Alcohol and drug use | Transfer to more restricted environment/  Discharge/ Referral to other agency |
| Distributing drugs or alcohol | Involve Law Enforcement |
| Sexual acting out | Discharge/ Meeting with Administration |
| Physical Violence | Discharge/ Referral |
| Weapons at facility or on property | Discharge/Referral |
| Misuse of medication | Face to Face/ Conference with Treatment Team |
| Leaving facility without permission | Treatment team meeting/Discharge/Referral |
| Threatening others (staff or peers) | Discharge/Referral |
|  |  |
| MAJOR RULES: |  |
| Verbal abuse (staff or peers) | Meeting with Treatment Team |
| Smoking | Meeting with Treatment Team |
| Theft | Meeting with Treatment Team |
|  |  |
| MINOR RULES: |  |
| Late to groups | Early wake up & assist with rounds |
| Not dressed on time or by dress code | Clean and/or setup group room |
| Incomplete assignments | 500 word essay addressing rule violation |
| Room not clean | Extra clean up duty |
| Violating curfew | Early curfew |
| Sleeping late | Loss of privilege |



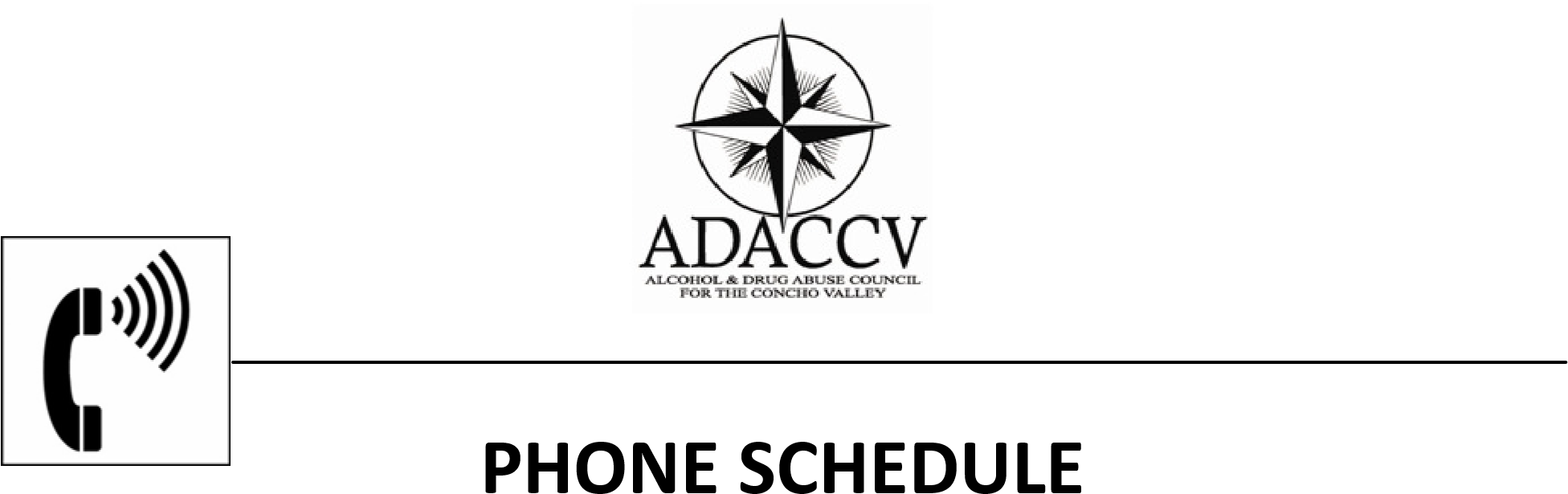
Phone will available from 5:30pm-9:30pm MONDAY thru SATURDAY and SUNDAY from 8:00am to 9:30pm (except during visitation time, phone will not be available until all visitors have left the premises). Clients will be allowed use of the phone on the scheduled day as determined by room number. Clients needing to use the phone at any time other than their scheduled phone day will need prior approval from a counselor or a phone pass.

Program Techs are not authorized to permit clients phone use privileges outside their scheduled phone use day.

ROOM 1&7- WILL USE PHONE ON MONDAY

ROOM 2- WILL USE PHONE ON TUESDAY

ROOM 3- WILL USE PHONE ON WEDNESDAY

ROOM 4- WILL USE PHONE ON THURSDAY

ROOM 5- WILL USE PHONE ON FRIDAY

ROOM 6- WILL USE PHONE ON SATURDAY

\*\* TWO (2) 15 MINUTE CALLS WILL BE ALLOWED AND WILL BE MONITORED BY STAFF.

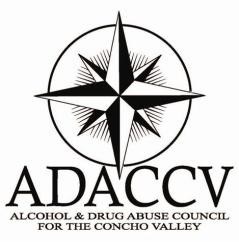
\*\* NO PHONES WILL BE USED DURING GROUP SESSIONS, UNLESS IT IS AN EMERGENCY.

\*\* LAST CALL MUST BE MADE BY 9:30PM

\*\* PLEASE COMMUNICATE WITH YOUR ROOMMATES TO SCHEDULE WHERE FAMILY CAN

CALL.

|  |  |  |
| --- | --- | --- |
| Monday -Saturday |  | Sunday |



Smoking Rules and Schedule

7:45

AM to 8:00 AM

AM to 8:15 AM

8:00

9:45

AM to 10:00 AM

AM to 10:00 AM

9:45

12:30

PM to 12:45 PM

AM to 11:00 AM

10:45

2:45

PM to 3:00 PM

12:30

PM to 12:45 PM

4:00

PM to 4:15 PM

4:00

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PM to 6:15 PM

6:00

6:00

PM to 6:15 PM

7:30

PM to 7:45 PM

8:00

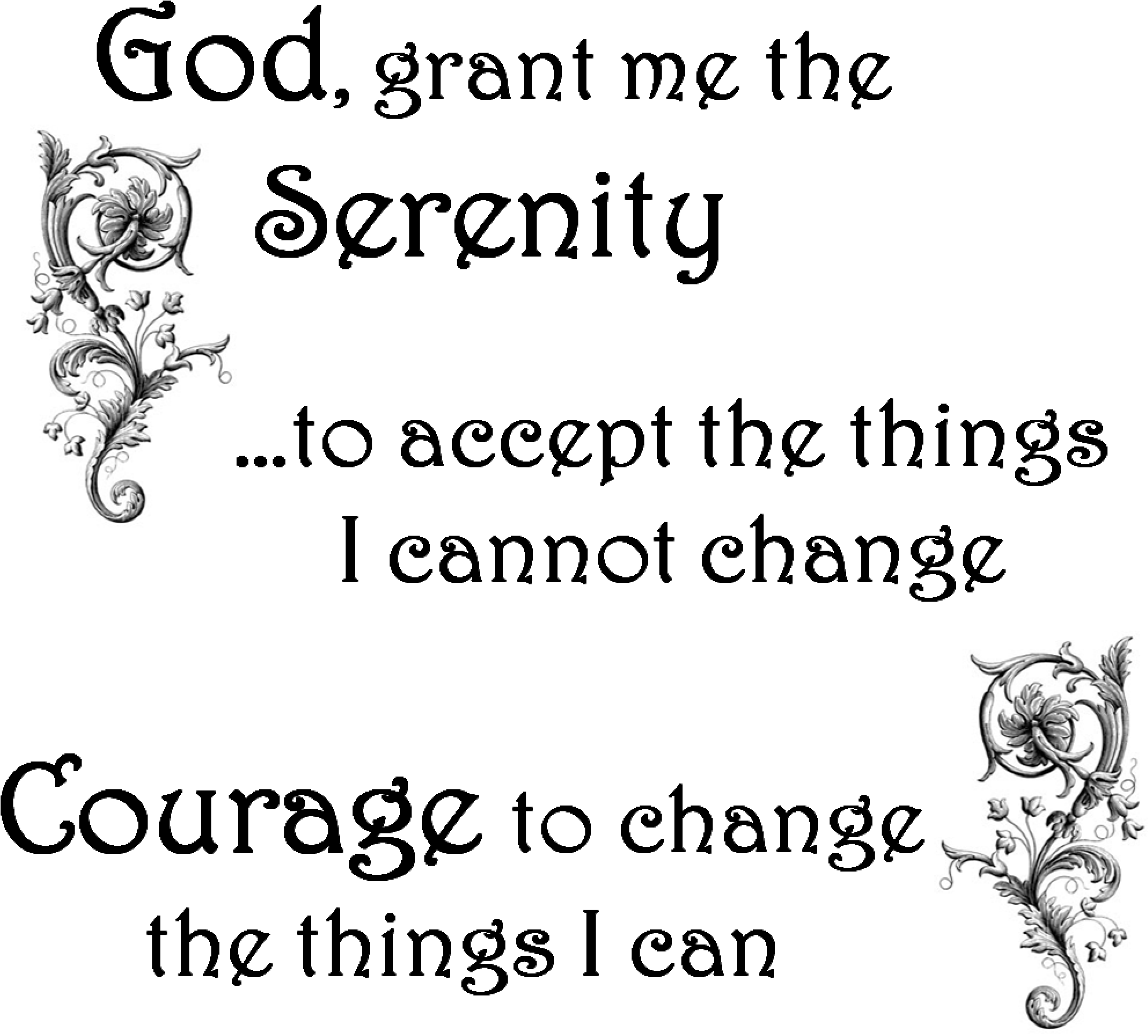
PM to 8:15 PM

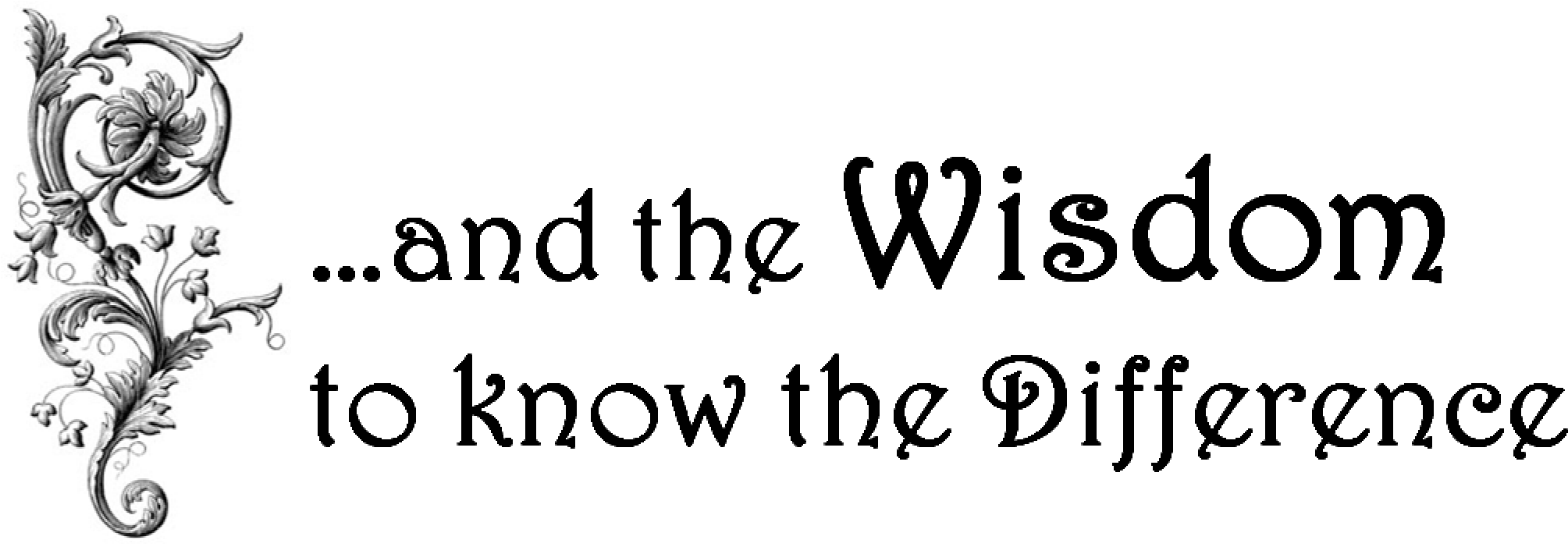
|  |  |  |
| --- | --- | --- |
| 9:45 PM to 10:00 PM |  | 9:45 PM to 10:00 PM |
|  | Friday and Saturday Nights |  |
|  | 11:30 PM to 11:45 PM |  |

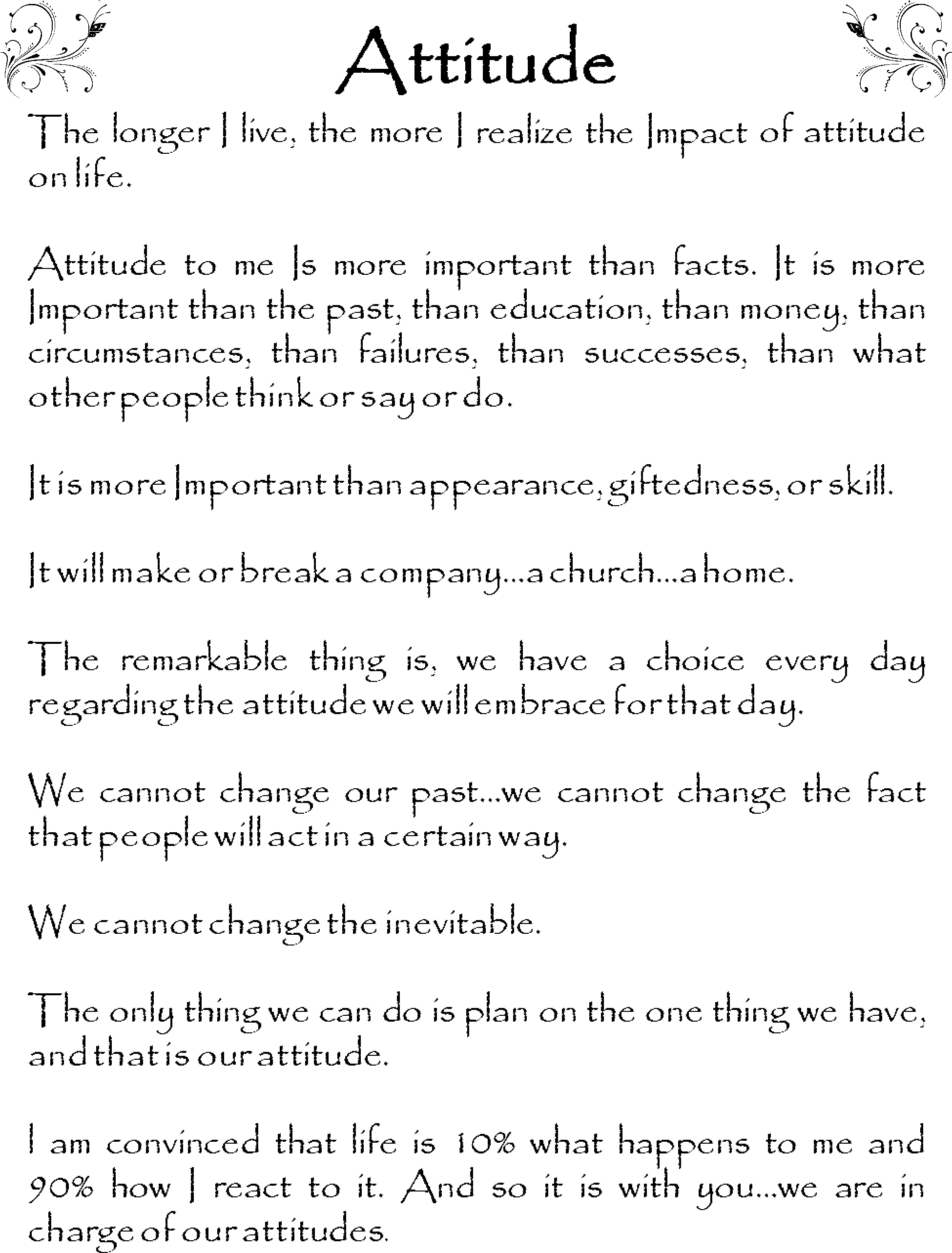
\*\*\***Cigarettes will not be purchased while in treatment, Family can bring cigarettes during visitation and or mail them to you at P.O 3805 San Angelo TX 76902**\*\*\*

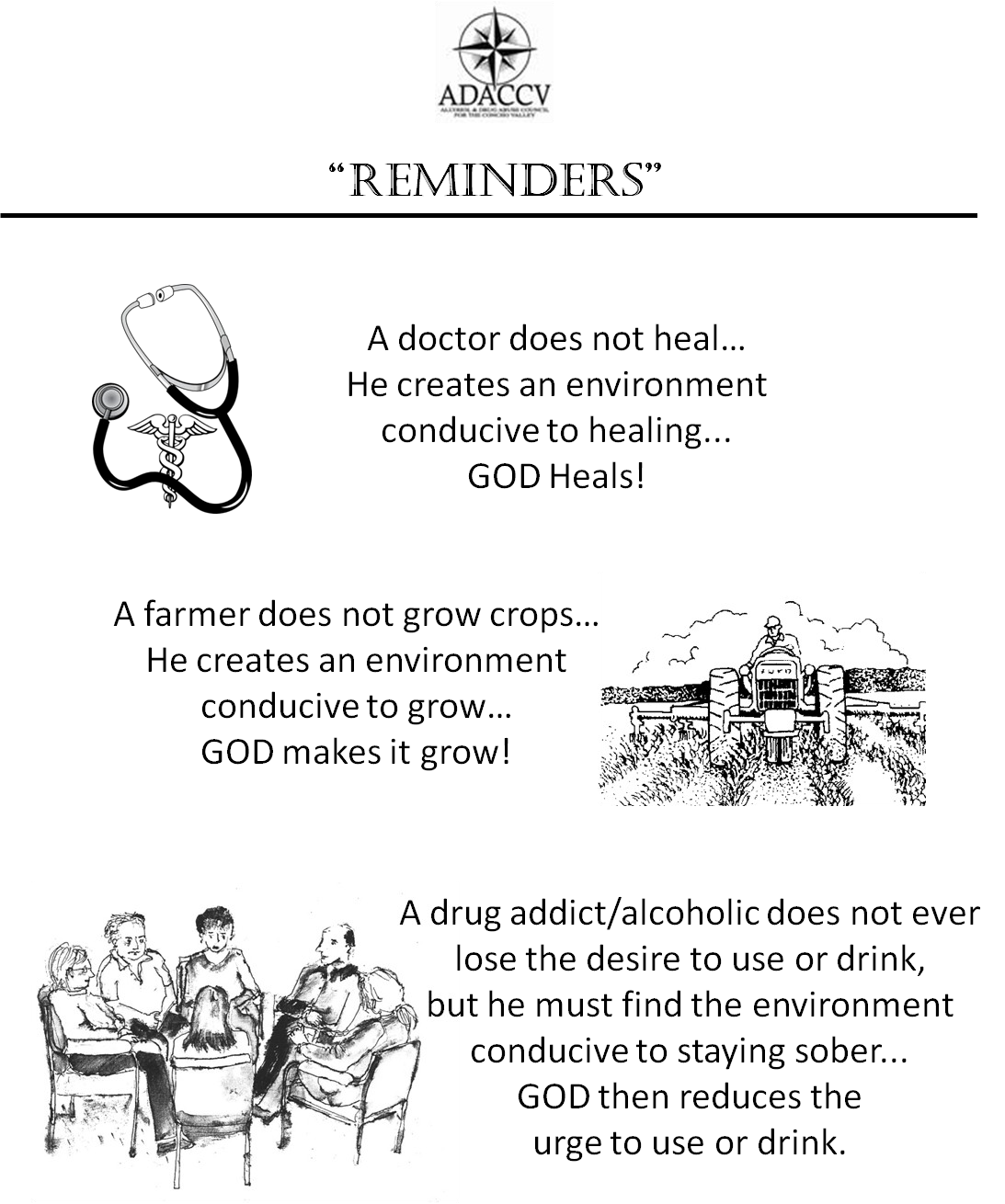
* Cigarettes, lighters, matches must be kept in locked cabinet in Program Tech office and peer monitor must ask Program Tech or staff for cigarettes/lighters.
* No cigarettes, lighters or matches are allowed in bedrooms or on your person.
* Peer monitor must check the smoking area after each break to make sure all cigarettes are put out and thrown away. Return cigarettes/ lighter to Program Tech.
* Residents should NOT ask to take smoke breaks early for extra smoke breaks.
* No smoking during visitation. This includes visitors. Visitors must return to their cars or go across the stress to smoke.
* Smoking privileges may be suspended by staff due to rule infractions or attitude.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Intensive Residential Schedule** | Sunday |  | **7:30-8:30** Breakfast/Chores | **8am-9am**  Wake Up/Personal Hygiene | **9am-10am**  Free Time/  Spirituality | Free Time | Lunch | Free Time  **1:30-3:30 pm**  Visitation | **3:30-4:30 pm**  Wash Van/  Activity | Meal Preparations | Dinner | Supervised Chores | In-House  Support Group | Personal Time | Meditation/  Bed Time | **10:30 pm**  Lights Out |
| Saturday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management | CD Counseling | Lunch | Family Education Group | Family Visit/  Big Book Study | Meal Preparations | Dinner | Supervised Chores | Personal Time/  Games | In-house  Support Group | Free Time | **12:00am**  Lights Out |
| Friday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management/  Exercise/YMCA/Park | CD Education | Lunch | CD Counseling | Life Skills | Study Time  Meal Preparation | Dinner | Supervised Chores | Personal Time/  Games | In-House  Support Group | Free Time | **12:00am**  Lights Out |
| Thursday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management/  Exercise/YMCA/Park | CD Education | Lunch | CD Counseling | Life Skills | Study Time  Meal Preparation | Dinner | Supervised Chores | In-House  Support Group | Personal Time/  Games | Meditation/  Bed Time | Lights Out |
| Wednesday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management/  Exercise/YMCA/Park | CD Education | Lunch | CD Counseling | Life Skills | Study Time  Meal Preparation | Dinner | Supervised Chores | Personal Time/  Games | In-House  Support Group | Meditation/  Bed Time | Lights Out |
| Tuesday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management/  Exercise/YMCA/Park | CD Education | Lunch | CD Counseling | Life Skills | Study Time  Meal Preparation | Dinner | Supervised Chores | Personal Time/  Games | In-House  Support Group | Meditation/  Bed Time | Lights Out |
| Monday | Wake Up/  Personal Hygiene | Breakfast Chores | Meditation | Stress Management/  Exercise/YMCA/Park | House Government | Lunch | House Government  Deep Cleaning | Life Skills | Study Time  Meal Preparation | Dinner | In-House  Support Group | Personal Time | Personal Time | Meditation/  Bed Time | Lights Out |
| Time | 6:30-7:00 am | 6:30-7:30 am 7:30-7:45 am | 8:00-8:30 am | 8:30-10:00 am | 10:00 am-12:00 pm | 12:00-1:00 pm | 1:00-3:00 pm | 3:00-4:00 pm | 4:00-5:00 pm | 5:00-6:00 pm | 6:00-7:00 pm | 7:00-8:00 pm | 8:00-9:00 pm | 9:00-10:00 pm | 10:30 pm |









Evening Prayer

God (of your understanding) show me where I have been resentful, selfish, dishonest or afraid today. Help me to not keep anything to myself but to discuss it all openly with another person - show me where I owe an apology and help me make it. Help me to be kind and loving to all people and use me in the mainstream of life. Remove worry, remorse or morbid (sick) reflections that I may be of usefulness to others. (p. 86)

Morning Prayer

God direct my thinking today so that it be divorced of self pity, dishonesty, self-seeking motives. God inspire my thinking, decisions and intuitions. Help me to relax and take it easy. Free me from doubt and indecision. Guide me through this day and show me my next step. God give me what I need to take care of any problems. I ask all these things that I may fit myself to be of maximum service to you and my fellows. (p. 86)

First Step Prayer

God, Creative Intelligence, Universal Mind, Spirit of Nature or Spirit of the Universe my name is \_\_\_\_\_\_, and I'm a real \_\_\_\_\_\_\_\_\_\_\_ (alcoholic or addict) ... and I need your help today. (pg.10-12, 46, & Chp3)

Second Step Prayers

God, I'm standing at the turning point right now. Give me your protection and care as I abandon myself to you and give up my old ways and my old ideas just for today. (pg. 59)

God, Take my will and my life. Guide me in my recovery. Show me how to live. (p. 59) Basic Text

Third Step Prayer

“God, if offer myself to you – to build with me and to do with me as you will.

Relieve me of the bondage of self, that I may better do your will. Take away my difficulties, that victory over them may witness to those I would help of your power, your love, and your way of life. May I do your will always”. (pg. 63)

Fourth Step Prayer

* DOUBT

"I was to sit quietly when in doubt, asking only for direction and strength to meet my problems as He would have me. Never was I to pray for myself, except as my requests bore on my usefulness to others. Then only might I expect to receive. But that would be in great measure." (p. 13)

* OTHERS (sick man prayer)

"This is a sick man. How can I be helpful to him? God save me from being angry. Thy will be done." (p. 67)

* FEAR

"We ask Him to remove our fear and direct our attention to what He would have us be." (p. 68) God, relieve me of this fear and direct my attention to what you would have me be.

* CHARACTER DEFECTS

"We asked God to mold our ideals and help us to live up to them. . . we ask God what we should do about each specific matter." (p. 69)

God mold my ideals in this particular area of my life and help me to live up to them. What should I do in each specific matter? Guide me God and give me power to do right. Fifth Step Prayer

God I thank you from the bottom of my heart that I know you better. Help me become aware of anything I have omitted discussing with another person. Help me to do what is necessary to walk a free man at last. (p. 75)

Sixth Step Prayer

God help me become willing to let go of all the things to which I still cling. Help me to be ready to let

You remove all of these defects, that Your will and purpose may take their place. (p. 76)

Seventh Step Prayer

"I humbly offered myself to God, as I then understood Him, to do with me as He would. I placed myself unreservedly under His care and direction. I admitted for the first time that of myself I was nothing; that without Him I was lost. I ruthlessly faced my sins and became willing to have my new-found Friend take them away, root and branch." (p. 13)

"My Creator, I am now willing that you should have all of me, good and bad. I pray that you now remove from me every single defect of character which stands in the way of my usefulness to you and my fellows. Grant me strength, as I go out from here, to do your bidding. Amen." (p. 76) Eight Step Prayer

"We attempt to sweep away the debris which has accumulated out of our effort to live on self-will and run the show ourselves. If we haven't the will to do this, we ask until it comes." Ninth Step Prayer

God give me the strength and direction to do the right thing no matter what the consequences may be. Help me to consider others and not harm them in any way. Help me to consult with others before I take any actions that would cause me to be sorry. Help me to not repeat such behaviors. Show me the way of Patience, Tolerance, Kindliness, and Love and help me live the spiritual life. (p. 78-80)

God help me to become willing to sweep away the debris of self will and self reliant living. Thy will be done for this person as well as for me. (p. 76)

Tenth Step Prayer

God remove the Selfishness, dishonesty, resentment and fear that has cropped up in my life right now. Help me to discuss this with someone immediately and make amends quickly if I have harmed anyone. Help me to cease fight anything and anyone. Show me where I may be helpful to someone else. Help me react sanely; not cocky or afraid. How can I best serve You - Your will, not mine be done. (p. 84-85)

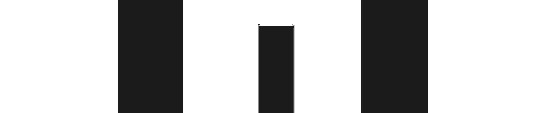
"How can I best serve Thee-Thy will (not mine) be done." (p. 85)

Eleventh Step Prayer

"As we go through the day we pause, when agitated or doubtful, and ask for the right thought or action. We constantly remind ourselves we are no longer running the show, humbly saying to ourselves many times each day 'Thy will be done.' "(p. 87-88)

God, I'm agitated and doubtful right now. Help me to stop and remember that I've made a decision to let You be my God. Give me the right thoughts and actions. God save me from fear, anger, worry, self-pity or foolish decisions that Your will not mine be done. Founders Prayer

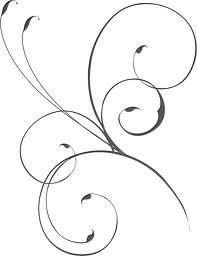
I put my hand in yours and together we can do what we could never do alone. No longer is there a sense of hopelessness, no longer must we each depend on our own unsteady willpower. We are all together now, reaching out our hands for power and strength greater than ours, and as we join hands we find love and understanding beyond our wildest dreams.



Serenity Prayer



God, grant me the Serenity to accept the things I cannot change

Courage to change the things I can,

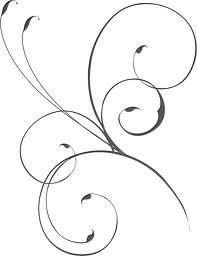
and the Wisdom to know the difference.

Living one day at a time;

Enjoying one moment at a time;

Accepting hardship as the pathway to peace.

Taking, as He did, this sinful world as it is, not as I would have it.

Trusting that He will make all things right if

I surrender to His Will;

That I may be reasonably happy in this life, and supremely happy with Him forever in the next.

Amen

Prayer of Saint Francis of Assisi

Lord, make me an instrument of thy peace!

That where there is hatred, I may bring love.

That where there is wrong, I may bring the spirit of forgiveness.

That where there is discord, I may bring harmony.

That where there is error, I may bring truth.

That where there is doubt, I may bring faith.

That where there is despair, I may bring hope.

That where there are shadows, I may bring light.

That where there is sadness, I may bring joy.

Lord, grant that I may seek rather to comfort, than to be comforted.

To understand, than to be understood.

To love, than to be loved.

For it is by self-forgetting that one finds.

It is by forgiving that one is forgiven.

It is by dying that one awakens to Eternal Life.

—Saint Francis of Assisi—

I am Meth



I destroy homes

–

I tear families apart.

I take your children and that’s just a start.

I’m more valued than diamonds, more precious than gold.

The sorrow I bring is a sight to behold.

If you need me, remember, I’m easily found.

I live all around you, in school and in town.

I live with the rich, I live with the poor.

I live just down the street and maybe next door.

I’m made in a lab, but not one like you think.

I can be made under the kitchen sink,

In your child’s closet, and even out in the woods.

If this scares you to death, then it certainly should.

I have many names, But there’s one you’ll know best.

I’m sure you’ve heard of me, my name is Crystal Meth

If I’m given the chance, I’ll drive you insane.

I’ll ravage your body; I’ll control your mind.



I’ll own you completely; your soul will be mine.

My power is awesome, try me, you’ll see.

But if you do, you may never break free.

Just try me once and I might let you go.

But if you try me twice then I’ll won yours soul.

When I possess you, you’ll steal and you’ll lie.

You’ll do what you have to do, just to get high

The crimes you commit for me narcotic charms,

Will be work the pleasures you feel in my arms.

You’ll lie to your mother, you’ll steal form your dad.

Then you see their tears, you must feel sad.

Just forget your morals and how you were raised.

I’ll be your conscience, I’ll teach you my ways I take

Kids from their parents, I take parents from their kids.

The nightmare I’ll give you when you’re lying in bed.

And the voices you’ll hear form inside your head.

The sweats, the shakes and the visions from me.

I want you to know these things are gifts from me.

But then it’s too late, and you’ll know in your heart.

Than you were mine and we shall not part.

You’ll regret that you tried me (they always do).

But you came to me, no I to you.

You know this would happen,

May times you’ve been told but you challenged my power,

You chose to be bold.

You could have said no and then walked away.

If you could live that day over now, what would you say?

My power is awesome, as I told you before.

I can take your life and make it so dim and sore.

I’ll be your master and you’ll be my save.

I’ll even go with you when you go to your grave.

Now that you’ve met me, what will you do?

Will you try me or not?

It’s all up to you.

I can show you more misery than words can tell.

Come take my hand, let me lead you to HELL.

Amanda Canaday (version)

Aamanda Canaday (version)

I turn people from

God, I separate

friends.

I’ll take everything, your

Looks and your pride.

I’ll be with you always, right by

Your side.

You’ll give up everything, your family,

Your home, your money,

Your true friend, and you’ll be alone.

I’ll take and take till you have no more to give. When I finish with you,

You’ll be lucky to live. If you try me, be warned this is not a game.



1. You do not have to justify feelings. Feelings are not “bad” or “good”, they are signals about what is going on. We experience our life through feelings.
2. It is important to acknowledge feelings. Sometimes just being aware and acknowledging our feelings are enough for them to change in a natural way.
3. The less aware we are of feelings, the more likely we are to act them out negatively. Unacknowledged feelings can lead to physical and emotional illness.
4. Being aware of your feelings does not mean you have to act or express them in a certain way. Judgement and control do not disappear because we realize how hurt or sad we are.
5. To stay out of the victim role when expressing feelings, use “I feel”, not “You make me feel”.
6. Feelings may be close to what is going on in a relationship. Although sometimes, feelings may seem to be irrational, they usually make sense. Intimacy in relationships comes from our willingness to disclose our hopes and desires, especially toward each other. HAVING A RESPONSIVE PARTNER WHO LISTENS AND REFLECTS CAN DEEPEN OUR AWARNESS OF EMOTIONS AND HELP US FEEL MORE CONFIDENT ABOUT EXPRESSING HOW WE REALLY FEEL. Vulnerability is essential for successful relationships.

