



Journey Recovery Center Welcome Packet



Journey Recovery Center

Residential Substance Use

Treatment Facility

3600 Journey Drive

San Angelo, TX 76905

325-224-3481

1-800-880-9641

The Journey Recovery Center is an adult residential substance use treatment facility located in San Angelo, Texas.

The Mission of the Alcohol & Drug Abuse Council for the Concho Valley is to save lives and create healthier communities.

The program encourages the belief in the ability to change, acceptance of the tools to change, motivation to use the tools to change, and the belief that substance use disorders can be successfully managed for a lifetime.

Intensive Residential

Journey Recovery Center provides an adult Intensive Residential substance use program with a capacity of 72 residential clients. The expected length of stay is determined by counselor and client depending on progress towards treatment goals.

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

Eligibility criteria:

- Must be a Texas resident
- Age 18-and over
- Persons with no income or health insurance may qualify for indigent funding from the Texas Health and Human Service Commission (HHSC)
- Persons with limited income may qualify for sliding scale fee for services.



Client Bill of Rights

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 by 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:
 - a. the condition to be treated;
 - b. the proposed treatment;
 - c. the risk, benefits, and side effects of all proposed treatment and medication;
 - d. the probable health and mental health consequences of refusing treatment;
 - e. other treatments that are available and which ones, if any, might be appropriate for you; and
 - f. 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 Services at any reasonable time.
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 Health and Human Service Commission.
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
2. 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 Health and Human Service Commission at any reasonable time.



Client Grievance Procedure

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

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 Health and Human Service Commission
Regulatory Services Complaint & Incident Intake, Mail E-249
PO Box 149030, Austin, TX 78714-9030
(800) 834-6650 Option 8

Texas Department of Human Services Hotline: (800) 458-9858
Texas Rehabilitation Commission Service: (800) 628-5115
Texas Department of Criminal Justice (TDCJ): (800) 535-0283
Texas Adult/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 Title 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:

Eric Sanchez, CEO
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:

Eric Sanchez, CEO
3553 Houston Harte
P.O. Box 3805
San Angelo, TX 76902
Phone: 325/224-3481



General House Rules

Journey Recovery Center

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 Clinical 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 inside the treatment facility is strictly prohibited! Designated smoking area for clients is in the unit yard. **(Smokeless Tobacco and Vaping are strictly prohibited at all facilities in or outside the facility)**
 - a. Smoking in unauthorized areas can result in smoking privileges being revoked.
 - b. Leaving cigarettes or lighters outside is strictly prohibited.
 - c. Infractions can result in a smoking restriction.
 - d. Further infractions will be referred to the Clinical Director.
 - e. No smoking privileges after 9:45 PM. Sunday – Thursday (Friday & Saturday 11:45 PM) (Clients will abide by smoking schedule.)
 - f. Smoking area must be at least 15 feet from entrance.
 - g. Only one cigarette will be passed out per person (clients allowed to share)
 - h. NO House/Community cigarettes will be allowed.



- i. **Cigarettes will not be purchased while in treatment**, family may bring them during visitation.
9. No candles or incense allowed.
10. Gambling will not be permitted. No lottery tickets.
11. Pornographic or sexually explicit materials such as films, videos, books, magazines, or posters will not be allowed. Clients are not allowed to bring any music, or have family bring any to the facility. (Staff/Clients may bring videos, counselor must approve).
12. Clients will maintain confidentiality of information that is shared in-group and in the facility.
13. Clients agree to keep socially acceptable personal hygiene at all times (showered, shaved, clean clothes, brushed teeth, etc.)
14. Clients will be considerate of one another and the staff.
15. Clients are not to loan, borrow, or give money, clothes, or shoes to other client(s) and or staff.
16. Clients shall assist each other, and staff members, in keeping the premises neat and clean on a daily basis.
 - a. Each client is responsible for the cleanliness of their own living and sleeping area.
 - b. Clients will be responsible to change bed linens. (NO Bleach will used in washers)
 - c. Housekeeping and ground keeping chores will be assigned weekly.
17. Clients may not be parked at the facility for the duration of treatment.
18. **Van Rules:** No eating or drinking in the van. Radio will not be on when vehicle is moving, for safety.
18. In case of fire, clients will immediately notify the staff on duty and evacuate the building.
19. Upon discharge, clients will be asked to allow all luggage to be checked for Journey Recovery 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.
20. The Journey Recovery Center is not to be held responsible for articles of clothing or personal belongings left over thirty days.
21. Clients will take responsibility for their personal belongings.
22. Clients agree to actively participate in scheduled activities unless excused by the staff.
23. Since the treatment team acts in your best interest, clients understand that they may restrict visitation rights if determined necessary.
24. Clients agree to report to staff alleged or inappropriate activities at this facility.
25. No earphones or cassette players are allowed. CD players, CD's & Cell phones are not allowed in the facility.
26. Clients will actively participate in the development of their treatment plan and will strive to meet its goals.
27. Positively under no circumstances will food products or drinks be allowed in clients room, living areas & classrooms, accept in designated area in day room
28. Caps/hats/do rags/sunglasses will be strictly prohibited inside the facility.



29. Clients are not allowed to enter any commercial establishments whose primary purpose is the sale of alcoholic beverage.
30. There will be no loitering in the staff offices while other clients are receiving medications or while the office is unoccupied.
31. No property (clothes, money, cigarettes etc.) will be accepted during the weekdays, property must be brought during Family visitation on Saturday or Sunday and given to staff on duty for inspection. Property can be mailed.
32. Vending machine may be used when going to and snacks consumed in the dining room.
33. I understand that appropriate clothing will be worn at all times. Clients must adhere to the following **DRESS CODE**:
 - a. Clothing should fit in a becoming manner.
 - b. No shorts shorter than fingertip length when standing.
 - c. No sleeveless shirts, halter tops, spaghetti straps, spandex clothing, revealing net or low cut tops.
 - d. Clients must be appropriately covered at all times while in residence.
 - e. Clients must wear underwear. Underwear cannot be seen above the waistline of pants or shorts. — No sagging.
 - f. Closed toed shoes are required at all times for sanitation and safety reasons. **(No flip flops unless showering)**
 - g. Dress will be casual while in the facility, for all AA/NA meetings and other outside activities unless otherwise approved by staff.
 - h. Clean shaven/well-trimmed facial hair. Make-up may be worn in moderation. **NO EXTREMES!**
 - i. Body piercings are prohibited. If a piercing cannot be removed it must be covered with a band-aid at all times.
 - j. No sleepwear are to be worn outside of bedrooms. Bath robes are to be worn when going to and from the bathrooms.
 - k. No clothing related to drugs, alcohol, nicotine products, or drugs may be worn.**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.**
34. **Visitation**
 - a. Visitors will be welcomed during visiting hours. No visitors may interfere with clients scheduled activities.
 - b. Since the treatment team acts in my best interest, I understand that they may restrict visitation rights if determined necessary.
 - c. All client visitations will be conducted in the assigned areas. No visitors are allowed in the resident hallways or bedroom 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).**



- 40. Powdered protein or canned drinks, other than those purchased from the vending machine, are not permitted. This includes powdered and canned energy drinks. No vitamins are allowed unless taken with medication per physician.
- 41. Clients are not permitted to return to their room after 8:00 a.m. until 5:00 p.m. Monday thru Saturday, unless approved by staff. (Sunday is free time)
- 42. Clients are to stay in the fenced in area of Journey Recovery Center unless taking out trash, with staff approval, or participating in a staff directed activity. Gate must be kept closed at all times.
- 43. Clients may not communicate with clients outside of their unit by any means, including phone calls, face to face, or passing notes.
- 44. 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 Journey Recovery Center, and I am aware of the spirit and intent with which they were written. **I understand that not every rule can be addressed in this book and that staff direction is to be followed in situations not addressed in the handbook.** 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 Journey Recovery Center 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:

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



Enabling Rule

ENABLING IS:

1. Having knowledge or suspicion of a client violating Journey Recovery Center rules or contracts.
2. Allowing a client to continue dishonest and/or destructive behavior.

Examples: Knowledge of a client using alcohol or drugs, possession or use of tobacco products inside the facility, knowledge of sexual relations taking place while enrolled in treatment.

STEPS TO TAKE TO AVOID ENABLING:

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.
4. 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 Journey Recovery Center 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
- Body lotion
- Body wash
- Shampoo
- Toothpaste
- Non-alcohol mouthwash

Items not allowed in rooms

- Razors/Hair Clippers/Shavers
- Nail Clippers
- 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, 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 Journey Recovery Center 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.
7. Be respectful to others at meetings (pay attention, do not talk out of turn, do not go in and out of meeting, work to keep children quiet and occupied).
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.
9. If men and women are traveling to a meeting or event together, the following rules apply both in the vehicles and at the event:
 - a. No Touching
 - b. Men & Women will sit separately
 - c. No talking, other than to say a cordial "hello"
 - d. No passing notes



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 |
| Sleeping late | Loss of privilege |



PHONE SCHEDULE

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.

Monday -Saturday

ROOM 209 & 309- USE PHONE ON MONDAY

ROOM 210 & 310- USE PHONE ON TUESDAY

ROOM 211 & 311- USE PHONE ON WEDNESDAY

ROOM 214/215 & 314/315- USE PHONE ON THURSDAY

ROOM 216/217 & 316/317- USE PHONE ON FRIDAY

ROOM 218/219 & 318/319 - 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 WORK WITH YOUR ROOMMATES TO SCHEDULE WHEN FAMILY CAN CALL.



Smoking Rules and Schedule

| Monday-Friday | Saturday & Sunday |
|----------------------------|----------------------|
| 8:00 AM to 8:15 AM | 8:00 AM to 8:15 AM |
| 9:45 AM to 10:00 AM | 9:45 AM to 10:00 AM |
| 12:45 PM to 1:00 PM | 10:45 AM to 11:00 AM |
| 2:45 PM to 3:00 PM | 12:30 PM to 12:45 PM |
| 3:45 PM to 4:00 PM | 4:00 PM to 4:15 PM |
| 6:00 PM to 6:15 PM | 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****

- Cigarettes, lighters, matches must be kept in locked cabinet in Program Tech office and peer must ask Program Tech or staff for cigarettes/lighters.
- No cigarettes, lighters or matches are allowed in bedrooms or on your person.
- Peer 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.
- Smoking privileges may be suspended by staff due to rule infractions or attitude.

Intensive Residential Schedule

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

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



Attitude



The longer I live, the more I realize the impact of attitude on life.

Attitude to me is more important than facts. It is more important than the past, than education, than money, than circumstances, than failures, than successes, than what other people think or say or do.

It is more important than appearance, giftedness, or skill.

It will make or break a company...a church...a home.

The remarkable thing is, we have a choice every day regarding the attitude we will embrace for that day.

We cannot change our past...we cannot change the fact that people will act in a certain way.

We cannot change the inevitable.

The only thing we can do is plan on the one thing we have, and that is our attitude.

I am convinced that life is 10% what happens to me and 90% how I react to it. And so it is with you...we are in charge of our attitudes.

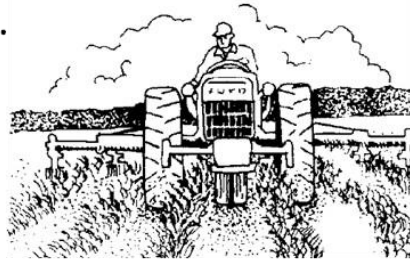


“REMINDERS”



A doctor does not heal...
He creates an environment
conducive to healing...
GOD Heals!

A farmer does not grow crops...
He creates an environment
conducive to grow...
GOD makes it grow!



A drug addict/alcoholic does not ever
lose the desire to use or drink,
but he must find the environment
conducive to staying sober...
GOD then reduces the
urge to use or drink.



SOME WAYS TO THINK ABOUT FEELINGS

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 AWARENESS OF EMOTIONS AND HELP US FEEL MORE CONFIDENT ABOUT EXPRESSING HOW WE REALLY FEEL.** Vulnerability is essential for successful relationships.