

The Salvation Army Homestead



Residential Addiction Program

Support Recovery Unit

Information Booklet

2013



ADMISSION PROCEDURE

The procedure for admission to the Homestead is as follows:

When you or the referring agency calls, a referral package will be faxed, e-mailed, or mailed to you or your referring agent. As the paperwork is being filled out, the intake worker must receive confirmation of funding for the program and a negative Tuberculosis (TB) test, which is part of the medical assessment.

Before being admitted to the Homestead program, you are responsible for:

- A. Obtaining a referral from a professional who knows you and has assessed your needs (i.e. counselor, social worker, etc.)
- B. Completion of the medical form by a Doctor, including TB test (and if applicable methadone Doctor forms).
- C. Making financial arrangements for room and board at the Homestead (through an Addictions Services Worker, Financial Aid Worker, or Privately. The cost is \$40.00 per day.
- D. Contacting Homestead to confirm these three steps are complete.
- E. For women on methadone they must be stable on their current dose of methadone for a period of a month prior to being admitted to the Homestead.

All of the intake paperwork needs to be complete and she must have a prescription for her methadone so that the intake worker can fax it to Marks pharmacy at the time of her intake.

Once a complete referral package is received the intake worker will interview you, review some of the expectations of the program, and answer any questions or concerns you may have at this time.

During the interview, an assessment of your needs and the ability of the Homestead to provide for these needs are discussed and determined.

The intake worker will contact you to confirm an intake date.

Below is an overview of the items you may and may not bring to the Homestead

Two Bag Limit and Bed Bug Procedure

At the Homestead we have limited storage space. Therefore, it is our policy that you can only bring 2 medium sized bags of belongings with you.

Our bed bug protocol requires that all of the clothes you bring onto the premises are placed in the dryer at high heat for 20 minutes, including the clothes you are wearing upon entering the program.

Please bring (if you have):

- Comfortable and seasonal clothing
- Bathing suit



- Minimal toiletries (items such as shampoo and deodorant can be purchased during your stay)
- Hair dryer
- Alarm Clock
- Blank Journal
- AA or NA text book

Please avoid bringing any of the following items:

- Ipods, MP3 players, Walkman or Discman
- Personal Computers (PC) PC or Laptops
- Cellular phones
- Valuable personal articles
- Junk food (chips, pop, candy, etc.)
- Furniture or Vehicles
- Clothing with playboy bunny logo, beer ad/logo or anything that is offensive or demeaning to others
- Pills that have not been approved or prescribed by a doctor.
- Pictures of situations that include drug or alcohol use
- Personal letters
- Phonebooks or phone numbers that you will not need while here
- Linens (we provide blankets, sheets and towels)

PROGRAM INFORMATION

Our goal at the Homestead is to support you in making some very important changes in your life. We will do this by maintaining your sense of safety and providing an environment where you can begin to understand the role that drugs and alcohol played in your life. We hope to assist you in learning new ways of coping with life's stressors and introduce you to a new support group that will encourage you to live drug and alcohol free.

What you can expect from the program:

- A structured daily routine (see attached program schedule)
- Bi-weekly meetings with a one to one counsellor
- Participation in small and large process groups that cover a range of topics and issues
- An individual case plan that addresses your specific needs and concerns for your recovery process
- Support in developing an understanding of your feelings
- Learning new coping strategies
- Learning about the 12 Step Model and philosophy by completing step work and attending NA/AA meetings
- Becoming part of a group of women who will be strong supports for you in your recovery process
- Attending spiritual activities so you have the opportunity to reconnect or explore spirituality in your life

The staff members at the Homestead recognize that our program is structured. Our hope is that the structure will assist you to feel safe and able to focus on making some significant changes in your life.



To facilitate these changes we request that you dedicate your attention and energy to the program and if possible put off court dates, surgeries, or trips during this time.

If you have been referred by Corrections Service of Canada reports will be given to your parole officer so that they have a clear picture of the progress you are making in the program.

Outlined below are some of the major components of our program.

STABILIZATION PERIOD

During the first 30 days of the program, you will go through a stabilization and integration period. The focus for you at this time is to adjust to the routine of the program and feel comfortable with the other women and the staff.

During this time you will find that: phone calls will be made only to your young children; you will be encouraged to get to know the other women in the program; you will start working with your counselor; and you will get started on your Narcotics Anonymous step work.

During stabilization, phone calls and visits with other people in your life will be put on hold. Don't worry though, because once you get through the stabilization period you can work with your counsellor to create a list of safe, supportive individuals for you to phone, and have visits with.

CONFIDENTIALITY

To respect the privacy of other women in the program please refrain from giving out names and information about others on the phone or at NA/AA meetings. Everyone's safety and well-being depends on maintaining confidentiality.

SMOKING

No smoking is allowed inside the Homestead and in a six meter perimeter around the building. Smoking is only permitted outside the building in designated areas between 6:00 am and 11:00 pm. To be clear, being caught smoking inside the building is cause for immediate discharge. No sharing, borrowing, lending or half-butting of cigarettes is allowed.

MONEY AND VALUABLES

To minimize the possible triggering impact of having money in your possession, we recommend that all of your money be kept in Homestead's safe keeping. We also encourage you to turn in any valuables to ensure that they remain safe. The Homestead is only responsible for money and valuables turned in to the Support Recovery Office. We also ask you to leave your vehicle at home while you are in the program.



OUTINGS

Any outings must be pre-approved by staff and peers. You will need to make arrangements with one or two peers to accompany you anytime you have outings into the community or with family visits. It is important for your safety, and for the safety of the other women that you are supported and connected with them at all times. You will write a safety plan so that staff and others in your support group know where you are while you are away.

Please check in with staff and sign the sign-in/out book when leaving and returning to the building. Phone to advise staff if you will be unavoidably late or later than the time you had expected to return.

If you have been referred by Corrections Service of Canada your Parole Officer must approve any outings prior to your going out. Your parole officer will need to approve who you can have contact with, visitors, and any special outings you may want to go on while at Homestead.

Curfews are as follows: Sunday to Thursday 10:30 pm
Friday and Saturday 12:30 am

Occasionally, curfews are extended for special events, holidays and long weekends.

BED TIME

Quiet hours in the rooms and halls are observed between 10:30 pm and 7:15 am.

All residents are to be in their rooms by 11:00 pm Sunday through Thursday and 1:00 am on Fridays and Saturdays.

IN THE CASE OF EMERGENCY

All women need to become acquainted with the Emergency "Fire Exits". If the fire alarm sounds **Please immediately leave the building by the CLOSEST EMERGENCY EXIT.**

There is no need to stop to gather your belongings. Please do not run or panic.

Staff on duty have been assigned tasks to ensure that everyone gets out of the building safely. All residents and staff meet on the sidewalk at the end of the parking lot (the sidewalk off of 57th avenue) and wait for emergency services to arrive. You can only re-enter the building when instructed to do so by staff. Once at the Homestead you will be able to review the Fire Safety Plan, and it will be posted on the back of your bedroom door.

MEDICAL GUIDELINES

If at any time during your stay you feel ill, please notify a staff member immediately. This allows staff to determine how they can support you and what type of medical assistance you may need.

All medication, including vitamins, non-prescription and prescription drugs are to be turned in to staff. No medication will be given unless approved by your physician and the Program Director.



There are posted medication times (see below) and it is mandatory that all residents come to the medication room to receive their medication at the appointed time. Staff will announce that medication is being given out prior to each dispensing time as a reminder.

Please be aware that if you are found with ANY medication in your room it is grounds for immediate discharge from the Homestead. The only medications you may be given approval to have on you or in your room are Epipens, Asthma inhalers and any medicated creams. However, all of these exceptions must be approved by the Program Director prior to you having the medication on your person.

Medication will be dispensed at the following times:

Monday to Friday: 8 am, 1 pm, 6 pm, 9 pm, and/or 10:30 pm

Saturdays and Holidays: 9:45 am, 1 pm, 6 pm, 9 pm and/or 10:30 pm

Sundays: 8:15 am, 10 am, 1 pm, 6 pm, 9 pm and/or 10:30 pm

METHADONE

The Homestead admits women who take methadone as prescribed by a physician within the Methadone Maintenance Program. 5 of Homestead's 24 Support Recovery beds and 3 of the 8 Independent Living Unit beds will be prioritized for women on methadone. Women need to be stable on their prescribed dose for a minimum of one month. It is important women on methadone do not show significant signs of intoxication after their daily dosage, meaning that women remain alert and are able to fully participate in Homestead programming.

It is expected that all women on methadone will be monitored by a methadone physician and it is expected that they remain stable on the dosage of methadone they entered the Support Recovery Program on. Once they have graduated to the independent living unit, they can begin with the support of their doctor, staff, and peers to taper off of methadone if they wish.

Women on methadone will receive their daily dose from Mark's Pharmacy each morning at 9am. No methadone will be kept on the premise.

SPIRITUALITY

At the Homestead you will have opportunity to explore your spirituality. We employ a part time Chaplain who is responsible for facilitating our spiritual programs. This includes devotions, chapel and a spiritual class. The Chaplain is available to support or pray with you, be a spiritual guide or help you through crisis situations.

Once you are past the stabilization phase, you will have opportunity to invite friends, family members or outside guests to our chapel services, and a time of visiting afterwards. This will serve as a time where your external support group can share in your Homestead experience, and participate in your recovery.

COMPLAINTS

If you have a complaint about the program or towards a staff member please tell a staff member you feel comfortable confiding in. The staff member will give you the Resident Complaint/Grievance Report to complete and then this form will be given to the Program Director, who will perform an investigation into your complaint.



CONFLICT RESOLUTION

When living in a communal environment it is natural that people will disagree or be in conflict sometimes. Working on conflict in a healthy way is a skill that is emphasized at the Homestead. If a conflict arises between you and another woman, please work at discussing it with her first.

If this does not work or you don't feel comfortable with the situation, please ask a staff member to help discuss possible solutions with you and the other woman. If a conflict between yourself and a staff member arises, please follow the same procedure. Conflict resolution forms are available in the Support Recovery Office to help you with this process, and staff will work hard to ensure that you feel safe and are able to express yourself.

To ensure that the Homestead remains a safe place for everyone, we have zero tolerance for violence. The No Violence policy states:

any person using or threatening physical violence or force (hitting, shoving, etc.) against another person (child or adult) will be asked to leave the Homestead.

Any person who is repeatedly verbally abusive will be asked to leave.

OTHER IMPORTANT POINTS

Nutritious meals are provided by the Homestead kitchen staff. All residents are expected to be present at posted meal times. You may keep snack foods in the cupboards and fridge located in the Support Recovery lounge. The Homestead also provides two healthy snacks during the day and stocks the breakfast lounge with bread, cereal, milk, juice, and condiments to ensure that all your nutritional needs are met. **PLEASE NOTE NO FOOD IS PERMITTED IN BEDROOMS.**

You are responsible for keeping your room clean and tidy. The Homestead staff will periodically inspect all the common areas and bedrooms to ensure that they are clean and that everything is in working order. The Homestead also provides washers and dryers for you to use, so connect with your roommate to find out when your room is scheduled for access to the laundry room.

In the event that staff have a suspicion that you or a peer have a contraband item or items (such as drugs, paraphernalia, or a weapon) or are acting in a suspicious behaviour, staff have the right to search your room and the rest of the rooms in the program. If staff find items that are contraband in your room or a peers it is grounds for immediate discharge. Staff will interview you and peers to see if they can gain a clear understanding of who is involved with the contraband being present. If you have been referred by Corrections Service of Canada, staff will inform your parole officer that you are in breach of Homestead house guidelines and perhaps in breach of your conditions.

As a resident of the Homestead, you are expected to share in the general household chores of the program. Every two weeks a group leader is assigned and the women in the program negotiate chore responsibilities. It is expected that you complete your assigned chore as outlined on the chore list. If you do not know how to do a household chore assigned to you, please ask a peer or staff for assistance.

It is expected that women respect each other's rooms and belongings. No one should be in a bedroom that is not theirs, unless they are in the company of a woman who is staying in the room and has the agreement of the other occupants of the room.



When you are no longer in the stabilization phase, phones are provided for your use during non-program hours. You are required to have a peer as a support when making phone calls, even to your most trusted friend or 12 Step sponsor. In respect for other women in the program a limit of ten minutes per call has been set.

The Homestead provides residents with access to Television, VCR, DVD player, and Stereo for a variety of uses. However, any multimedia (Video, Music, DVD or Television) containing or portraying violence/oppression of women will not be allowed. It is the hope of staff that the women will take responsibility for turning off television programs/videos/music that is considered objectionable. Staff reserves the right to intervene if they feel that the media is offensive.

DEPARTURE

When you decide to leave the Homestead, the intake worker or another staff member will complete your discharge paperwork with you and assist you with any travel and accommodation arrangements that you need help with.

It is expected that you will take all of your belongings with you when you leave, but we can store your belongings for up to 30 days. If you have not made arrangements to have your items picked up and have not connected with the Homestead to set a date and time for pickup within 30 days, we will dispose of your belongings.

If you wish to pick up your belongings that are stored at Homestead you can phone between 8:30 a.m. and 4:00 p.m. on weekdays to make an appointment to pick up these belongings.

Alternately, another person can collect your possessions with your written permission.

If you have come from Corrections Service of Canada and are returning to an institution you will have to pack your belongings into the approved boxes. These boxes will be shipped to CSC within 30 days. Any items that are not allowed in the institution must be boxed separately and they will be held for the next of kin you have designated to receive these belongings for 30 days. If your next of kin is unable or unwilling to pick up your belongings you can pay to have the belongings shipped to your next of kin or they will be picked up by CSC and held.

INVOLUNTARY DISCHARGE

In some unfortunate cases you may be asked to leave the program due to behavioural challenges, continued conflict with peers in the program, and/or refusal to follow program guidelines. If you are asked to leave the program, staff members and your one to one counsellor have frequently had numerous discussions with you about what needs to change so discharge only occurs when it appears that all other options have been exhausted. When you are asked to leave, staff will ask that you pack up your belongings, make arrangements for another place to stay, and arrange a safe ride to the other place. Staff will assist with this process in any way they can, they will also call your emergency contact to inform them that you are leaving the program. If you have been referred by Correction Service of Canada and are on a temporary absence, day parole, or full parole, your parole officer will be informed of the reason for discharge and alternate arrangements will be made with the input of your parole officer



	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	Yoga	Devotions	Devotions	Devotions	Yoga	Step Work	Church or 12 Step Meeting
	Accountability						
	Large Group – Process Group	<i>Helping Women Recover Session</i>	<i>Helping Women Recover Handouts or Step work</i>	Small Groups	Peer review	BRUNCH	
Noon	LUNCH					12 Step Meeting	LUNCH
Afternoon	Chore Change	Weekend Request	Outside Appointments	Step Work	Massage Therapy	Weekend Plans (visiting, Movie, ect)	Physical Activity
	Outside Appointments	Step work		Peer Review	Step work		Visitors Weekend Plans
	Personal Time						
Evening	DINNER						
	12 Step Meeting	Chapel/ Visitors Games Night	12 Step Meeting	12 Step Meeting	12 Step Meeting	Girls Night In	12 Step Meeting
	Journal/ Personal Inventory						