
Women and Children's Center

Consumer Handbook 2021

Welcome!!!

You have chosen Palmer-Tulsa and Women's for your journey of recovery from a life-threatening disease of addiction. We are for you! Living in community with children requires us to live within the limits of safety for everyone. The guidelines you are reading is our attempt to create a safe community for you and your children. Many of the guidelines are given as a result of the State of Oklahoma's laws about community living and their willingness to pay for your stay with us. Try to remember this is a relatively short stay in comparison with the rest of your life. The contract with the State of Oklahoma requires you to be in group 35 hours a week. There are times you will have a conflict with group time. There are passes available for those times. Absences should not be excessive. Please focus on why you are here and surrender to the process. We are thankful you are here, and our hope is that you will find hope for your life.

The handbook is designed to provide guidelines and structure for all women and children at TWCC. The expectation is that each consumer will understand and follow by the guidelines. Cooperation will create a positive, therapeutic environment that will foster recovery and growth.

Mission Statement

To provide quality, compassionate treatment for substance abuse and addiction, as well as co-occurring disorders, which promote sustained recovery for adolescents, women and their families.

Confidentiality

No one knows you are here unless you tell them.

- 1) You have a choice of completing a Release of Confidentiality for anyone you want to know you are here or need to release information for your accountability agencies, such as DHS, court, medical, etc.
- 2) You decide who you want to know and what information you want released by completing the Release of information form.
 - A) We cannot acknowledge you are here to a caller or person coming to the door unless we have a Release with their name on it.
 - B) If someone calls who is not on your list, they are told we cannot confirm or deny you are here, but we can take a message. Messages will be given to your primary counselor. You may call them back unless you and your counselor decide the person is harmful to your choice of recovery.
 - C) Some calls are related to treatment. You could choose for the person or agency to contact your case manager. She would need a Release to talk with them about you or your treatment.
- 3) You do not have the right to release information on any other clients. This is a breach of their confidentiality and a fineable offense.

Urine Testing/Breathalyzer

Urine specimens will be routinely and randomly collected. Whenever a staff member calls for a random UA from you, you must remain in the dining area or group until a urine sample is provided. All UA's are sent to the lab for testing and verification. A breathalyzer may be requested at any time.

Consumers are expected to remain alcohol and other drug-free during her treatment at Palmer-TWCC

TWCC -Tobacco-Free Workplace

TWCC is a tobacco-free workplace. No tobacco products are to be used in the building, on the property or while on transport or pass while a consumer is in treatment. Staff is not to use tobacco products in the building, on the property or in the vehicles. Quit Now is available to all consumers to participate with nicotine patches and/or behavioral counseling support.

Consumer Rights & Privileges

450:15-3-27. Synopsis of the bill of rights

(a) The synopsis in (b) of this Section shall be used when an abbreviated format of OAC 450:15-3-6 through 450:15-3-25 is used to supply a consumer or others with an overview of the bill of rights. The Synopsis of the bill of rights shall not substitute for, or replace a facility's obligation to abide by the full listing of rights cited in this Title. A copy of the synopsis shall be prominently posted in each consumer treatment unit and in consumer admissions, visiting and public areas.

(b) Facilities with physical custody of a consumer or where consumers remain for round-the-clock support or care, or where the facility has immediate control over the setting where a consumer resides, shall support and protect the fundamental human, civil, and constitutional rights of the individual consumer. Each consumer has the right to be treated with respect and dignity and will be provided the synopsis of the Bill of Rights as listed below.

(1) Each consumer shall retain all rights, benefits, and privileges guaranteed by law except those lost through due process of law.

(2) Each consumer has the right to receive services suited to his or her condition in a safe, sanitary and humane treatment environment regardless of race, religion, gender, ethnicity, age, degree of disability, handicapping condition, or sexual orientation.

(3) Each consumer, on admission, shall have the absolute right to private uncensored communication with persons of his/her choice by phone or mail, at the facility's expense if the consumer is indigent, and by personal visit.

(4) Each consumer retains the right of confidential communication with persons of his/her choice. A consumer's right to contact the ODMHSAS Advocate's Office, Inspector General's Office, their attorney, personal physician, or clergy shall not be limited by the facility.

(5) Each consumer is entitled to uncensored private communication (letter, telephone, personal visits); such letters or copies of letters shall not be kept in consumer treatment records.

(6) No consumer shall be subject to maltreatment or otherwise abused by staff, visitors, or other consumers.

(7) Each consumer shall receive treatment in the least restrictive environment and have the maximum freedom of movement consistent with his or her clinical condition and legal status.

(8) Each consumer shall have easy access to his or her personal funds deposited with the finance office, and shall be entitled to an accounting.

(9) Each consumer may have his or her own clothing and other personal possessions.

(10) Each consumer shall have the right to practice his or her religious belief and be accorded the opportunity for religious worship. No consumer shall be coerced into engaging in or refraining from any religious activity, practice, or belief.

(11) Each consumer legally entitled to vote shall be assisted to register and vote when they so request.

(12) Each consumer shall be provided with prompt, competent, and appropriate treatment; and an individualized treatment plan. A consumer shall participate in his or her treatment programs and may consent or refuse to consent to the proposed treatment. The right to consent or refuse to consent may be abridged for those consumers adjudged incompetent by a court of competent jurisdiction and in emergency situations as defined by law. Additionally, each consumer shall have the right to the following:

(A) Allow the guardian of the consumer and/or another individual of the consumer's choice to participate in the consumer's treatment and with the consumer's consent;

(B) To be free from unnecessary, inappropriate, or excessive treatment;

(C) To participate in consumer's own treatment planning;

(D) To receive treatment for co-occurring disorders if present;

(E) To not be subject to unnecessary, inappropriate, or unsafe termination from treatment; and

(F) To not be discharged for displaying symptoms of the consumer's disorder.

(13) Every consumer's record shall be treated in a confidential manner.

(14) No consumer shall be required to participate in any research project or medical experiment without his or her informed consent as defined by law. Refusal to participate shall not affect the services available to the consumer.

(15) A consumer may voluntarily participate in work therapy and must be paid fair compensation. However, each consumer is responsible for personal housekeeping tasks without compensation.

(16) A consumer shall have the right to assert grievances with respect to an alleged infringement on his or her rights.

(17) Consumer shall be permitted to establish and participate in a consumer committee or consumer government by unit or facility wide.

(18) A consumer being discharged shall have plans for outpatient treatment, sufficient medication, suitable clothing for the season, housing information and referral, and if consumer permits, family involvement in the plan.

(19) Each consumer has the right to request the opinion of an outside medical or psychiatric consultant at his or her own expense or a right to an internal consultation upon request at no expense.

(20) No consumer shall be retaliated against or subjected to any adverse change of conditions or treatment because the consumer asserted his or her rights.

(21) Most rights may be limited by the treatment team for therapeutic reasons, including safety of the consumer or other consumers and staff in the facility. These limitations must be documented in the clinical record, reviewed frequently, and shall not be limited for purposes of punishment, staff convenience, or in retaliation for a consumer exercising any of his/her rights.

(c) Programs providing treatment or services without the physical custody or where consumers do not remain for round-the-clock support or care, or where the facility does not have immediate control over the setting where a consumer resides, shall support and protect the fundamental human, civil, and constitutional rights of the individual consumer. Each consumer has the right to be treated with respect and dignity and will be provided the synopsis of the Bill of Rights as listed below.

(1) Each consumer shall retain all rights, benefits, and privileges guaranteed by law except those lost through due process of law. (2) Each consumer has the right to receive services suited to his or her condition in a safe, sanitary and humane treatment environment regardless of race, religion, gender, ethnicity, age, degree of disability, handicapping condition or sexual orientation.

(3) No consumer shall be neglected or sexually, physically, verbally, or otherwise abused.

(4) Each consumer shall be provided with prompt, competent, and appropriate treatment; and an individualized treatment plan. A consumer shall participate in his or her treatment programs and may consent or refuse to consent to the proposed treatment. The right to consent or refuse to consent may be abridged for those consumers adjudged incompetent by a court of competent jurisdiction and in emergency situations as defined by law. Additionally, each consumer shall have the right to the following:

(A) Allow other individuals of the consumer's choice participate in the consumer's treatment and with the consumer's consent;

(B) To be free from unnecessary, inappropriate, or excessive treatment;

(C) To participate in consumer's own treatment planning;

(D) To receive treatment for co-occurring disorders if present;

- (E) To not be subject to unnecessary, inappropriate, or unsafe termination from treatment; and**
- (F) To not be discharged for displaying symptoms of the consumer's disorder.**
- (5) Every consumer's record shall be treated in a confidential manner.**
- (6) No consumer shall be required to participate in any research project or medical experiment without his or her informed consent as defined by law. Refusal to participate shall not affect the services available to the consumer.**
- (7) A consumer shall have the right to assert grievances with respect to an alleged infringement on his or her rights.**
- (8) Each consumer has the right to request the opinion of an outside medical or psychiatric consultant at his or her own expense or a right to an internal consultation upon request at no expense.**
- (9) No consumer shall be retaliated against or subjected to any adverse change of conditions or treatment because the consumer asserted his or her rights.**
- (d) Each affected facility and program shall have written policy and implementing procedures, and shall provide documented staff training to insure the implementation of each and every consumer right stated in this Chapter.**
- (e) Each affected facility and program shall have written policy and implementing procedures to insure each consumer enjoys, and has explained to him or her, these rights, and these rights are visibly posted in both consumer and public areas of the facility.**
- (f) The ODMHSAS Office of Consumer Advocacy and the ODMHSAS Office of the Inspector General, in any investigation or monitoring shall have access to consumer, facility or program records and staff as set forth in this Chapter.**
- (g) All facilities that are certified by, operated by, or contracted with the Department shall post the contact information for the ODMHSAS Office of Inspector General and ODMHSAS Office of Consumer Advocacy prominently in each consumer treatment unit and in consumer admissions, visiting and public areas.**

At any time you may call:

ODMHSAS Consumer Advocacy	1.866.699.6605 or 405.521.4256
ODMHSAS Office of Inspector General	1. 877. 426. 4058 or 405.522.4058

You will be asked to sign a copy of your rights and a copy will be given to you during the intake process.

COVID Policy

A negative COVID test is required for your stay here. You will be tested on your first day at TWCC and retested whenever necessary. Before your results have been verified avoid contact with other consumers. Masks must be worn in dining room/hallways and must cover nose and mouth. Transportation to other sites is limited and must be deemed absolutely necessary. COVID-19 complications result in limited visitation at the center. We schedule zoom calls in place of visitation.

Zoom Call Rules

- 1) It is **your** responsibility to arrive to zoom calls on time. Time will not be extended if you are late. The 30 minutes provided include the time it takes to connect the call.
- 2) Zoom calls must be scheduled with case management.
- 3) Be mindful of others. You and your children must abstain from shouting, screaming, and/or arguing during the call.
- 4) Do not breach other consumers confidentially by talking about them or letting them enter the camera view.
- 5) Zoom call time is for scheduled calls only. Unapproved contacts should not be called. You should not be on other sites or doing any outside activities.

Grievances

If you have a concern or grievance regarding respect of your client rights or the treatment you receive at Palmer's Tulsa Women and Children's Center, please follow the procedure below to resolve your issues.

If your grievance involves another consumer, try to work out the tissues through communication and coping skills. If you are unable to resolve the grievance on your own, you can discuss it with your primary counselor. Yours grievance will most likely be able to be resolved through counseling or developing a plan with your counselor.

Palmer maintains a written policy by which a client may make a formal complaint, file a grievance, or appeal a decision made by the organization's personnel or team members.

Procedure:

- a. A client making a formal complaint or filing a grievance or appeal will not result in retaliation or barriers to service;
- b. All reasonable efforts will be made to resolve the grievance on the client's behalf. Efforts used may include review and interpretation of policy and procedures, questioning of staff and clients, review of physical evidence, mediation and/or other means necessary for resolution;
- c. Clients shall have unimpeded and confidential access to the facility's local advocate and the ODMHSAS office of Consumer Advocacy (phone number and address listed below);
- d. The Clinical Director, Amy Cox, will coordinate the TWCC grievance procedure. April Lucas is the local advocate for the residential program at TWCC.
- e. The Clinical Director of each program is responsible for grievances resolutions. In the instance where the decision maker is the subject of a grievance, Palmer's Executive Director, Elizabeth Neas will be responsible for the grievance resolution. The Clinical Director will respond to the complaints, grievance, or appeal within 7 days of receiving the formal written complaint;
- f. If a client is not satisfied with the outcome of her/his grievance, it may be appealed to Palmer's Executive Director, who will provide a final response within 72 hours of the appeal, excluding weekends, and holidays.

Note: Clients may have unimpeded and confidential access to the Oklahoma Department of Mental Health and Substance Abuse Services Office of Consumer Advocacy at any time by contracting:

The Department of Mental Health and Substance Abuse Services, Client Advocate
P.O. Box 53277
Oklahoma City, Oklahoma 73152-3277
Telephone: 1.405.573.6605

Personal Belongings

In order to account for all your personal belongings, please be sure that all items are logged on your personal inventory list. The amount of personal items allowed while in treatment will be limited due to space. We recommend that you please leave all valuables at home as the facility is not responsible for lost or stolen items. When leaving the center prior to completing the program, please contact TWCC within 24 hours to arrange pick we will hold your belongs for 48 hours. When entering the program any items not approved by TWCC guidelines or if it exceeds your inventory limits will need to be picked up family/friends within 48 hours. **If your belongings are not picked up within the designated time frame, all items will be discarded.** When graduating our program, please plan to have your belongings picked up on the day you leave.

Items Rules & Inventory Procedures

Because of space limitations and safety, inventory needs to remain within the limits of the items list received prior to intake.

- **Inventory is done at intake. All approved items will be added to inventory. If you have an amount that exceeds limited number of articles, you will need to send them home or have someone pick them up within 48 hours of intake. When new items come in during your stay that cause you to be in excess of permitted number of articles, excessive items will need to be exchanged or sent home.**
- **All incoming items need prior approval by RCS staff before being brought or mailed to center.**
- **No items may be brought to you during Sunday Visits other than on the 1st Sunday of the month.**
- **All items brought to you MUST be brought to you Monday – Friday between 8am and 5pm.**

Mail, Stamps, and Requests for change(money):

- Outgoing mail must be at the RCS desk by 8:00 a.m. Monday through Friday.
- Mail is distributed by case managers.
- Mail is to be opened in front of a clinical staff member.

Women who are **without funds** will have 2 stamps and 2 envelopes provided for them per week until they have income available. If you have family support, please ask them to provide stamps and envelopes each week.

*******REQUESTS FOR STAMPS AND ENVELOPES MUST BE TURNED IN TO THE RCS DESK BY 9:00 AM MONDAY – FRIDAY *******

Without funds means you do not have any money available to you at all. In other words, if you get money from family or friends for use in the vending machine, or for other reasons, you do not qualify for the stamps and envelopes available to persons without any funds at all.

Other information regarding cash, checks, stamps, making change, etc. include, but are not limited to the following guidelines:

PROCEDURES FOR REQUESTING CHANGE (NO LARGER THAN \$20) & PURCHASING STAMPS AND ENVELOPES

1. We have a petty cash fund and **when we have funds available** you may ask for change and stamps: You may have change one (1) time a week.

***** REQUESTS FOR CHANGE MUST BE TURNED IN TO THE RCS DESK BY 9:00AM MONDAY – FRIDAY *****

2. Nothing larger than \$20.00 bill.
3. 10 ones (\$1 bills) at a time is the most you can ask for at one time.
4. No 3rd party checks or money orders
5. We don't buy change.
6. You can buy up to 5 stamps a week.
7. If you have a 5, 10 or 20 and want stamps and change you would need to give us the bill that needs changed.
8. If you don't have money you may ask for 2 stamps and envelopes a week.
9. If you have money you need to pay for the stamps and envelopes.

These items may be purchased in limited amounts:

- **Stamps**
- **Envelopes**
- **Pencils – See Receptionist**
- **Pens – See Receptionist**
- **Sticky tack – See Receptionist**
- **Laminating services, etc. -See Receptionist**

Below is a list of items that are NOT approved, items that ARE approved, and the maximum number of items per person allowed in the facility at all times:

THE FOLLOWING LIST IS NON-NEGOTIABLE AND ITEMS NOT APPROVED WILL BE CONFISCATED, SENT HOME WITH YOUR RIDE, OR DISCARDED. YOU ARE RESPONSIBLE FOR NOT BRINGING THESE ITEMS AND MAKING SURE THAT YOU DO NOT EXCEED INVENTORY LIMITS.

DO NOT BRING ANY OF THE FOLLOWING:

GLASS OF ANY KIND/BOTTLES, PICTURE FRAMES, JARS, ETC	MIRRORS OF ANY KIND	ELECTRONICS CAPABLE OF Wi-Fi
SHARPIE PENS	DRYER SHEETS	BATH SALTS
VEHICLE	GLUE	TAPE
CIGARETTE LIGHTERS	MATCHES	ANY DEVICE CAPABLE OF FIRE
TOBACCO PRODUCTS	TOBACCO PARAPHERNALIA	E-CIGARETTES
CIGARS	PHONES	
VAPE PRODUCTS	PRODUCTS W/ALCOHOL IN THE 1 ST 3 INGREDIENTS	
NO AEROSOL SPRAYS/PUMP ONLY	AIR FRESHNERS	WEAPONS OF ANY KIND
ILLICIT/ILLEGAL SUBSTANCES	CAMERAS	CANDLES
ADULT/SEXUAL NOVELTIES	PORNOGRAPHY	

DVD's and CD's:

- DVD's MUST be the original movie, NO BURNED or COPIED DVD's will be allowed.
- ALL DVD's must be Rated G to PG-13 – NO EXCEPTIONS including NR
- DVD's may NOT contain drug or alcohol references, nudity, or inappropriate comedy
- ALL DVD's MUST be age appropriate
 - DVD's will be inspected and assessed for appropriateness
 - If a DVD/CD is found to be inappropriate at a later time or accidentally altered it will be removed from your possession.
- CD's MUST be original CD's – NO BURNED or COPIED CD's will be allowed
- CD's may NOT contain vulgar language or references of any type
- CD's must also be age appropriate
 - CD's will be inspected and assessed for appropriateness

Over the Counter and Prescription Medications:

- We encourage you to bring your own vitamins, Ibuprofen, and/or Tylenol
 - These items MUST be in new, unopened packaging and presented immediately at intake.
- If you are taking PRESCRIBED medications, please bring them in their original bottles and present them immediately at intake.

PLEASE NOTE: You are NOT permitted ANY narcotics or otherwise addictive medications during your stay at TWCC.

CLOTHING (MAXIMUM PER PERSON):

- 10 Tops
- 5 Undershirts
- 10 Bottoms
- 2 Dresses/dress sets
- 10 Panties
- 6 Bras
- 3 Sleepwear sets
- 1 Robe
- 2 Jacket/coat/sweater
- 6 Pair shoes (including house shoes)
- 10 Pair of socks

- if you include leggings as pants, you must have a shirt top long enough to cover past your rear
- Infants 0-23 months (15 total outfits AND 10 onesies OR undershirts)
- Children may have 5 sets of pajamas

*** Additional Hoodies will be counted at tops

BED, BATH, LAUNDRY & LINENS: (MAXIMUM PER PERSON):

- | | |
|-------------------------|----------------|
| 3 – Hand towels | 3- bath towels |
| 2 – Wash clothes | 2 – pillows |
| 1 – Comforter | 1 – blanket |
| 1 – Set twin bed sheets | |

We have pillows, blankets, and sheets for you to use also

MISCELLANEOUS ITEMS – ALL OPTIONAL – BUT RECOMMENDED:

1 Set of crayons/water color markers

1 Coffee Mug or Water Bottle WITH a lid

1 Car seat PER child (age/size appropriate)

1 Stroller 1 Baby Monitor

1 Back pack for each school age child

1 Alarm Clock

1 MP3 player/No Wi-Fi OR Photo capabilities

Stamps & Envelopes

10 per child Supplies for school age

1 Fan

1 Radio/CD player

1 PORTABLE DVD Player

1 Shower Caddy

*School age children need navy, white, or gold polo shirts and khaki pants, shorts or skirts during the school year. -These items are not counted in the above inventory limits.

Appropriate Clothing Guidelines:

Appropriate dress during the work week, Monday through Friday, is what you would wear would for work or school.

Rules for clothing, accessories, and jewelry:

- Cover cleavage
- NO mid-drifts
- DO NOT roll the waistband on your pants down – regardless of pant type
- DO NOT roll the legs of your pants up – this is considered a gang sign and absolutely prohibited
- ALL consumers are required to wear appropriate undergarments
- DO NOT wear PJ's or clothes you have slept in outside of your room – children seven years and under can wear PJ's in the dining room from 7 in the evening until breakfast is over in am.
- Wear shoes that are comfortable with cover toes and low or no heel. DO NOT wear your house shoes or slippers outside of your room. Flip Flops are not appropriate.
- Jeans with holes or tears will be inspected for appropriateness and you may be asked to change if they are deemed inappropriate.
- NO headwear, hats, bandanas, caps, etc.
- NO inappropriate logos or sayings on any of your garments

- Tank tops are allowed to be worn alone ONLY when the straps are wider than 3 finger-widths. If smaller, it is considered an undershirt and a shirt MUST be worn over it.
- ALL FACE PIERCINGS MUST BE REMOVED --- this includes tongue piercings--- Only appropriate ear piercings may remain.

All items/products that could be dangerous to children must be kept in the secure closet including but not limited to nail files, emery boards, nail clippers, tweezers, nail buffers, mouthwash (alcohol-free), nail polish, polish remover and razors. Nail polish is only to be used in the dining room, not in individual rooms. It is only used inside during designated times.

Miscellaneous Safety Guidelines:

Fire Alarm – when the fire alarm sounds, proceed to the nearest exit.

- If childcare is here – they will escort your children out of the building
- If childcare is not here – you are responsible for gathering your own children and exiting the building quickly
- No matter what activity you are doing, fire alarms are priority over everything.
- Please meet in the back-playground area.

Air Horn – signifies severe weather and you must proceed quickly to the East and West Hallways closest to RCS desk. The same childcare and activity protocol applies as with fire alarms.

Room Safety:

- Please don't move the furniture in your rooms. If you feel like it needs to be changed fill out a maintenance request and give it to RCS or Medical Records. The Safety Officer will talk with you and hear how you want the room moved and if it is possible it can be moved. There are safety reasons for how the furniture is arranged in the rooms and approval is needed before moving.
- Please don't move the furniture in the lounges. It may not be used for play and stacked for a fort.
- Please don't let your children stand on, jump on, or otherwise damage furniture –
- In the bed rooms please don't stack anything closer than 18" from the ceiling. The sprinkler heads need the 18" to work correctly. If the metal rings around the sprinkler head falls off please turn them in to medical records.
- Safety plugs must be kept in the plug-in outlets not being used.
- All blinds in your rooms must be closed at night for your safety.
- Do not hang things from the sprinkler heads.

- No tape on the walls
- No hooks on or in the walls
- No sticker on the walls or furniture
- If something is broken in your rooms please fill out a maintenance request and turn in to RCS. The maintenance requests are on the table next to the RCS desk in the black plastic trays.

First rules of thumb ----ASK

Laundry

Laundry facilities are provided and available for use according to the schedule posted on each wing. When doing laundry, please do so in a timely fashion. Take clean clothes to your room and put them away immediately after washing and drying. No laundry should be left overnight. Please do not do laundry at someone else's time without permission from RCS staff. If you have children who are potty training, sick or soiled infant items, please check with RCS Staff to gain permission to do additional laundry. New ladies can wash all items at intake.

If you were issued scrubs during the intake process, these must be turned in ASAP.

Telephone Privileges

You will receive telephone privileges at TWCC. Phone calls occur on a designated night during the week. Each consumer is limited to two ten-minute phone calls. On Holidays, additional phone calls may be approved. In addition, regular phone calls to children who did not accompany you to this facility will be arranged through a case manager.

Please DO NOT ask RCS staff for additional phone calls. All phone call requests must be discussed with a case manager, Clinical Supervisor, or Program Director.

Please do not use a phone without prior approval.

Meals

All meals are prepared by qualified staff. Kitchen staff provides three meals per day as well as a morning or an evening snack. Fresh fruit, water, and Kool-Aid are always available. Coffee is available at breakfast until 7:30am and then during the lunch hour. **Coffee/Pop is not to be taken to your room.** Sugar and Creamer are dispensed once daily. **All food is to be eaten in the dining area. No food or drinks may be kept or eaten or stored in bedrooms** without staff

permission. Water must be in a sealed cup. Please be orderly and considerate during mealtimes. Be respectful and clear your table of dishes, food and trash following meals. Sweep under your table, wash your table and clean the highchair. Mothers are responsible for feeding children. They must be in the dining room with children for every meal. A snack will be provided at 7:00 p.m.

Please DO NOT ask for special favors from Chef or any of his kitchen staff. If you have special dietary needs, please talk to the nurse and appropriate accommodations will be made as deemed necessary.

Appropriate behavior with ALL kitchen staff is expected at ALL times; inappropriate interactions or behavior with kitchen staff at any time is unacceptable and could result in consequences up to and including dismissal from the program.

Please line up for the meal time at the designated time. Children must stay at the tables. At lunch and dinner each hallway will be called individually and will rotate each week as to which one goes first. When going to an appointment and unable to be present at a meal time, request a plate of food to be held back from the RCS staff.

Through the week we provide hot meals at the lunch hour and dinner hour. Breakfast consists of cold and hot cereals, bagels, toast, milk, and juice. Saturday and Sunday we prepare a hot brunch at the lunch hour. A menu of these meals is posted weekly on the bulletin board. Ideas and suggestions are always welcomed and should be put in the suggestion box for weekly review by the management team.

Leaving and Returning to TWCC

Have a pass approved before leaving TWCC and have proper support when leaving the premises. Only those consumers with pass approval may leave the program unescorted. Friends or family members may provide transportation and support **when transport is approved.**

When out of TWCC for specific business reasons, **go directly to and from your destination without stopping along the way.** If not able to return to TWCC at approved time, be responsible to call the RCS staff on duty and explain the circumstances. Have an acceptable reason for not returning at the approved time and a plan to get back to TWCC. If you are out longer than 2 hours, please contact the center to make them aware of the situation. Plan for any chore responsibility to be covered while out on transport. **Please remember to adhere to**

the no smoking policy and not making phone calls while out on transport. You will be asked to submit to a urinalysis and breathalyzer upon return that also detects the use of nicotine.

If leaving TWCC with approval, sign the sign-out sheet before leaving. Upon returning to TWCC, please sign in and check with RCS staff for a UA (urinalysis) prior to leaving the dining area. Breathalyzer will be completed by nursing or RCS staff.

Any items taken out of the facility must be checked and itemized by the front desk staff or RCS staff before leaving. When returning, any items coming in will be compared to the outgoing list. Any additional items coming in must be approved by RCS in advance or held pending approval.

Appointment and Transport Guidelines

If an appointment is needed for yourself or child with an outside agency, you must have the permission of team, depending on the need. Appointments are only approved on an as needed basis to allow for your participation in treatment. In order to get the most benefit from treatment, it is important to attend groups. To increase treatment participation and decrease absences, the following guidelines for transports will be followed:

- All appointments will be scheduled through the case manager, children's counselor or nurse.
- All transport requests must be placed in gray box before noon on the Tuesday before the requested transport.
- Consumers may not schedule appointments without staff present
- All transports will be scheduled and assigned by the RCS
- Under 30 days staff may accompany consumer or whenever else it is deemed necessary
- If you are taking your children with you on transport, and you have a DHS case, DHS may require that TWCC staff accompany you for the entirety of your appointment.

Eligibility for transports is based on your need and stability. There are to be no more than 2 transports per week unless approved through the treatment team. Place all appointments on your planner calendar as soon as they are made. All eye and dental appointments are scheduled with nursing staff. For scheduled court appearances, please notify a case manager as soon as you know the date so transportation can be arranged. Be responsible for knowing time and date of appointments.

Whenever visiting a physician, take a **collaboration and treatment verification form for the doctor to fill out.** That form is to be given to the nurse as soon as returning from the appointment. All written prescriptions are to be turned in to the nurse's office to be filled. That person will give the medication/prescription to the nurse upon return to the center.

Medications & Medical Procedures

Nurses will be on site 24/7 and available to assist you.

Come to the nursing office door for medication, education about medications, changes in medications, or you are sick, to request an excuse from group, or to be put on the list to be seen by the medical doctor or Psychiatrist. When the door is open, the nurse will assist you for necessary or emergency needs. If the door is closed, please do not enter but knock on the door and wait patiently. Please do not enter the nurse's station without permission. Children are to be accompanied by their mother. When in the nursing office, children are to be supervised. It is important to protect your child from potential hazards.

The routine medications are scheduled according to doctor's orders i.e. once a day, twice a day, etc. When the nurse admits you or you get a new medication order, the nurse will tell you when it is due. You are expected to take medications at the time scheduled so it will be more effective for you. When it is time for your medication or if you need over the counter medication, please sit at first table in the dining room and moved from left to right to take your turn at the nursing station door. Over the Counter medications will be given according to standing orders. If additional over the counter medications are needed you will need a doctor's order. We will ask to visually inspect mouth and hands to assure that medication has been taken.

The medical doctor comes weekly. Contact the nurse by the day before the doctor is scheduled if you or your child needs to be placed on the list to be seen. If your child needs to be seen by the doctor, you are expected to accompany them. If by chance you will be out of the facility, you are to alert the nurse so other arrangements can be made. The psychiatrist comes weekly. New consumers will be seen within a week of admit. If you feel that you need to see the psychiatrist later in your stay, you are to inform nursing. Your name will be placed on the list to be seen that week. If you receive medication, you will automatically be put on his list for follow-up. If you need to be seen outside of these times, please contact nursing. Children with psychiatric needs will be referred to an outside resource as referred by the children's counselor or other staff.

If you have been vomiting or have had diarrhea, nursing must be able to verify the vomit or diarrhea – do not flush!!

If any bodily fluids are present, they must be cleaned with a blood pathogen kit – located in the wings and nursing.

All prescribed medications must be turned in to the nurse upon admission. Any prescriptions from outside physicians must be turned in, unfilled, to the nurse. Medications in your possession will be considered illicit substances. Whenever visiting a physician after entering the program, take a **treatment verification form** for the doctor to fill out and sign. That form is to be given to the nurse upon returning to the facility. All written prescriptions are to be turned into the nurse's office to be filled.

Reasons that you will be allowed to miss groups:

1. Fever, Vomiting, Diarrhea, or other contagious condition
2. Sick children
3. Doctors order that you are to be in your room

Reasons that you will not be allowed to miss groups:

1. Cramps/menstrual cycle
2. Tiredness
3. Headache

Tobacco Free

Tobacco assessment is done at intake. If you choose, you will be introduced to QUIT NOW, a tobacco cessation program. You will be offered nicotine patches and behavioral counseling.

Transports to Emergency Room (ER) or Urgent Care

There may be some situations in which it is necessary for a woman or her child to be taken to the ER or Urgent Care. These transports must be approved by nursing and all normal transportation rules apply. When leaving the facility there is a **Treatment Verification Form and collaboration form** that will be given to you by nursing staff. Please return these completed forms to the nursing staff upon your return. It is your responsibility to request non-narcotic medications. When dropped off at the ER or Urgent Care, do not leave for any reason

without contacting TWCC staff first. Once discharged from the medical facility, immediately call the center to be picked up. No other phone calls can be made unless prior authorization has been given.

Child Care/Supervision of Children

If you are bringing your children with you at the time of admission to TWCC, you will be asked to sign consent(s) to treat your children. After their nursing intake, they will be given the opportunity to go with our professional children's staff to childcare while you complete the intake process with the intake coordinator. This will help speed up the intake process as well as care for the children.

We have a nationally accredited "Three Star" childcare center at TWCC. Our teachers care about you and your children. If your children are with you at TWCC, you will have an opportunity to spend time in childcare during Parenting Lab. Parenting Lab provides you with the opportunity to strengthen your parenting skills and observe your children in a school-like setting.

You can drop your children off at childcare at 8:10 am Monday – Friday. Please pick your children up at 11:30 for lunch. You may bring your children back to childcare at 12:50 until 4:30 pm.

Take the opportunity to build a relationship with the childcare teachers. They can provide valuable information to assist you with positive parenting.

Be responsible for making sure that all infant provisions (diapers, formula and bottle-if not breast feeding, pacifiers, clothing, etc.) are brought to the childcare room in the morning when you bring your infant. A good way of keeping track of your supplies is to bring them in a bag with your name on it to the room. Childcare staff will be sure to use only your supplies for your infant, toddler and /or preschooler.

If you are nursing your baby, you are free to stay in group and nurse or you can be excused from group for a length of time adequate to nurse the baby. You may go to the childcare area to do so. If your child is not here but you are pumping breast milk, try to schedule times outside of primary groups. If you have to pump during a primary group, please return to group as soon as possible.

TWCC does not allow the use of spanking, paddling, or otherwise striking a child as a form of discipline. TWCC does not allow yelling or cursing at children or in their presence. You are

encouraged to request assistance from staff if you become frustrated when dealing with discipline issues.

If your child is sick, you will be excused from your groups to take the sick child to your room to prevent the other children from becoming ill. You may not take your child to group with you if they are not able to be in childcare. Your children must be free of fever/ Diarrhea /Vomiting, for 24 hours prior to returning to childcare.

All mothers are responsible for the care and well-being of your children. Supervise your children at all times. You must have a baby monitor if you leave your child/ren in the room. Babies must be six months or older to be left with a baby monitor, you may not leave even then unless the child/ren are asleep. If you do not have a baby monitor, you may not leave them in the bedroom. If your children are awake, you MAY NOT leave them in your room at any time regardless of whether or not you have a monitor. Please physically check on your child/ren every 15 minutes even if you have a monitor and child/ren are sleeping.

Bedtime

Monday thru Sunday

Adults

In room at 8:30

*You must be in your room at this time. We do not require the lights turned off. Please be respectful of the need for quiet after children's bedtimes. Staff may call early bedtime if necessary due to any reason after contacting the on- call staff.

Guidelines for Going Outside in the playground area:

After groups and on weekends, you will need to check with staff before you go outside. Other women's children may not go outside with you. Your children may not go outside with another woman. Children who are Toddler and Infant Age must play on the Toddler/Infant playground. Pre-School and School-Age children need to stay in the School-Age playground. Sometimes it may be appropriate to play games outside of the playground fence which requires special permission from RCS staff

- When going outside: no climbing on the awnings or storage buildings
- Please use the steps to get up to the top of the slide
- The only thing that should be climbed on is the fort

- All children need to play in the age appropriate areas and need to stay inside the fenced area.
- Please keep the gates closed.
- No children in the parking lot unless with mother
- You and your children must wear appropriate shoes and clothing outside at all times to prevent injury.
- Bicycle helmets MUST be worn at all times.
- DO NOT PROP THE BACK DOOR OPEN!!
- Your children are your responsibility- not anyone else's- please supervise them closely at all times.

Children Leaving TWCC

Children in DHS custody must have DHS approval before leaving the building with or without their mother or another staff member. Children who are not in DHS custody can leave with family members with Treatment Team's approval. **Any adult responsible for transporting your children from the facility must present a clean UA, a valid driver's license, and up to date proof of insurance before they will be allowed to transport any child. In some cases, DHS will also have to make a decision as to authorize certain drivers to transport children.** A pass request must be turned in to the children's counselor by 12:00pm on the Tuesday before the visit in order for children to leave the facility. This form can be found in the west hallway outside the counselor's offices.

Any items taken with the child must be checked and itemized by RCS before leaving. When the child returns, any items coming in will be compared to the outgoing list. Any additional items coming in must be approved by a counselor in advance. If additional items were not approved, they will not be allowed on the unit. Children leaving or coming into the unit must stop by nursing to be checked before leaving.

Children Visiting TWCC

Children who are not staying at TWCC full time may come to visit when approved. A request must be submitted to the children's counselor by 12:00 noon on the Tuesday before the visit in order for children to come to the facility. This form can be found in the west hallway outside the counselor's office. Only children who have done a child's intake can go to childcare. Please check in at the Nursing Office to have children seen upon their arrival.

Children over the age of 13 are allowed on the unit, but not allowed in rooms. They must stay with guardian in the dining room or outside.

Recovery Behaviors

There are noticeable behavioral changes when Recovery work begins. Being accountable and responsible shows internal change and a commitment toward integrity. Patterns of thinking will be seen in behavioral choices. Going through the motions or simply doing assignments will not be enough to graduate the program. You are doing work that will save your life, restore your family and give you hope for the future.

Challenging Behaviors

When there is repeatedly a challenge of a pattern of refusal to follow house guidelines, a meeting will be scheduled with Program Director, Counselor's Supervisor, Counselor, and other members of the treatment team as deemed appropriate to discuss purpose of behaviors. Behaviors will be recognized as intent rather than words. Contingencies will be possible including contract, probationary period for change or discharge to another level of care.

Dischargeable Behaviors

Choice to establish a pattern of breaking rules/guidelines repeatedly

Bringing/using drugs or alcohol in the building or on property

Verbal or Non- Verbal physical aggression toward peers, children or staff

Threats of aggression toward peers, children or staff

Smoking in the building, property or use of other tobacco products

Stealing on the property or off the property

Possession of any weapon

Leaving the property without permission

Violation of significant guidelines as deemed harmful to the community by the Treatment Team.

Client Expectations

- Respect others at all times during your stay at TWCC. Working together as a community will create a positive atmosphere that will promote growth and recovery. Abusive verbal or physical treatment of consumers or staff is not acceptable behavior; doing so

may lead to immediate discharge. Expression of anger is encouraged, and you need to express your anger appropriately. If struggling with anger, you will have the opportunity to work on those issues with your counselor.

- Binders should be with consumers at all times except during mealtimes, evenings or weekends.
- Please do not step over baby gates in the lounges. This is for your own safety as well as safety for the children. When children see adults climb over the gates, they try to climb over them too.
- Consumers must stay in the lounge in which their room is located.
- Consumers cannot do each other's hair or nails unless special approval is given by counseling staff. The location of the activity must also be approved.
- Sexual relationships between TWCC consumers are prohibited.
- No sex in the building or on Palmer Property.
- Please knock and wait for permission before opening the door of another client's room. **You may not enter another consumer's room for any reason.**
- Please do not disturb other clients during hours when sleeping is allowed, through conversation, turning lights on, playing the radio loudly.
- **Smoking and all tobacco products are prohibited on TWCC property as well as on outings and transports.**
- Gambling is prohibited in and outside TWCC.
- No illicit drugs in the building
- All drugs (except prescription medication and over the counter medication that has been approved by medical staff or psychiatrist) and alcohol are prohibited at TWCC.
- Consumers cannot give, lend, or purchase items from one another under any circumstance.
- Be appropriately dressed when you are not in your room. Night gowns, pajamas, bathrobes, slippers, etc. are to be limited to your room. However, children 7 and under may be out and about in their pajamas from 7:00 p.m. to 7:30 a.m.
- Maintain good hygiene habits for yourself as well as for your children. Brush teeth, shower, shampoo, etc.
- Treat yourself, your children, and others with respect.
- Respect property belonging to TWCC, consumers, or staff.
- Wear shoes appropriate for outdoors when not in your bedroom.
- All bedrooms must be organized and cleaned by 8:00 a.m. on week days and 10:00 a.m. on weekends or on free days. Empty trash daily.

- Work together with other clients and staff to maintain clean building and grounds.
- Foul language is prohibited (i.e. cursing). Remember that there are children at TWCC and you are a role model. Cursing is often a trauma trigger for adults and children.
- T-shirts may be worn when attending group, but only those t-shirts with tasteful logos.
- Hats or other headwear may not be worn in TWCC.
- You may not wear halter tops, tube tops, or bathing suits (unless on a swimming outing) while in TWCC at any time.
- Radios or CD players with earphones may be used at TWCC only during free time and must remain in your room at all times with the exception of outside walks.
- No consumer may adjust thermostats in TWCC.
- No consumer or groups of consumers are ever to threaten or strike another client.
- Take care of the equipment and furniture. Mutilating material through marking, cutting or tampering with TWCC property is unacceptable.
- Do not bring outside food or drink in the facility.

Visiting Policy

NOT IN EFFECT DUE TO COVID POLICIES

Women may have visitors sometime in their first 30 days. Each situation will be determined according to the woman and her family's need.

All visitors need a Urinalysis drug test screening on a six- panel test. You may have your results faxed to 918-430-0997. During the time you will visit TWCC we may have random UA's and breathalyzer screening to insure we keep our residents and children safe. DATL offers TWCC's visitors a discount on the 6- panel test.

Leave all personal items in your car. This includes, but is not limited to:

Purses/bags/backpacks, etc.

Cell phones

Tobacco products/lighters/any tobacco paraphernalia – INCLUDING E-CIGARETTES/CIGARS, DIPPING SNUFF/SNUS/ETC.

Cameras

Any electronic device internet or photo capable

Food and drinks

Illegal drugs and/or alcohol

Out of respect to staff and clients, all dress/clothing needs to be within the guidelines the women and children follow here. Please cover body parts and dress appropriate. No signage on shirts, caps or any other clothing items with inappropriate slogans. Hats, caps, or any other head wear are not allowed during the visitation process.

Physical contact between couples is expected to be appropriate for the presence of children.

All visitors are expected to be clean of alcohol and other drugs when you visit.

Children are always expected to be supervised for safety purposes.

Visitation time on Sunday begins at 2 p.m. with a family meeting.

We ask you to arrive by 1:45 p.m. At 2pm the family group will start. If you will be late, please call and let staff know. The first hour we will meet with the family and then include your family member who is living with us. From 3-5 you may meet with your family member at designated places. All visitors will be asked to leave at 4:45, please respect our schedule.

Please let your family member know if you are coming to visit by Tuesday afternoon before your Sunday visit. Only approved visitors will be allowed to visit.

- Please do not bring any outside food or drinks to the facility. Special occasions (i.e. birthdays) will be considered (and require treatment team approval) at the request of your family member who is in treatment. If outside food and/or drinks are approved, only pre-packaged, store purchased items will be allowed; no homemade food and/or drink.
- If you live in the Tulsa and surrounding areas, please do not bring any items for your family member on your Sunday visit. Personal items may be dropped off Monday through Friday from 8am to 5pm and only if pre-approved by your family member's primary therapist, or clinical director. The 1st Sunday of every month family members can drop off approved items off a list that the client has had approved the prior Tuesday by her counselor.
- If you are visiting from outside the Tulsa and surrounding areas, your family member will need turn in her request for items by Tuesday afternoon along with her visitor list for the upcoming Sunday visit. Any items can be brought only once a month.

Please note --- it is your responsibility to inform all visitors of these guidelines – failure to do so may result in the loss of visitation privileges

Your visitors will be asked to read and sign the following statement when they visit you.

I understand that I am entering a confidential treatment center. I agree that I will not divulge the identities of any resident to any individual. To do so is against the law.

I will leave my phone, coat, purse and/or packages locked in my vehicle and will not bring anything into the building or onto the unit.

I will remain in the dining area through the time of my visit. I will not be physically aggressive, which includes not spanking children, using inappropriate language, or otherwise disrupting the community. I will not pass alcohol, drugs, tobacco of any type, or any contraband to the individual I am visiting.

I understand that by signing this agreement once, it will apply to each subsequent visit that I make to TWCC.

If any staff member suspects that I am intoxicated or not abiding by this agreement they will ask me to leave immediately, and I will do so.

When visitors arrive, they are to sign the guest log. Adult guests must have a legal photo ID. The guests will sign out after visiting. TWCC also accommodates court ordered visits in situations regarding reunification plans or custody issues.

Groups/ Study Hall / Counseling/Case Management Sessions

1. Attend Group. The state mandates 35 hours a week as a contract with you to pay for your stay at TWCC. There are passes available when you have an acceptable reason for not attending a group. You will need to acquire a pass in order not to be given a non-excused absence.
2. You sign into each of your groups and have a homework response to each group. Being on time, signing in and doing your homework earns you the time for the group. You cannot move pathways, earn full hours for TANF, or proceed toward graduation if you do not have mandatory hours.
3. Please remain in group from the beginning until the end. You will learn coping skills and how to regulate your emotions. You may signal the facilitator if you become emotional and need to leave for short time to regain emotional regulation.
4. Food and drink is not permitted in the lounge or in the group rooms.
5. Follow group guidelines

Group Guidelines and Schedule

In order for group process to be effective, expectations during group are:

1. Be on Time-Please Stay in Group
2. Respect for Self and Others
3. Everyone participates, try to Avoid Monopolizing the group
4. One person speaks at time- please avoid talking or having personal conversation with others during group.
5. Ask permission from client and staff to give feedback to another client.
6. Maintain Confidentiality.

7. Cooperate with Others.
8. Listen to hear, not to respond.
9. Dress appropriately- please wear hard sole shoes that provide toe protection (not flip flop shoes).
10. Stay on task.
11. Remain alert during group.
12. Do homework

You will be choosing to leave group:

- If you are late for group or chose to leave group (except to regulate and return) before group ends.
- If you are uncooperative or argumentative in group.
- If you are physically or verbally aggressive.

If you choose to be dismissed from group you will not receive any credit for that group

Pathway System

PATHWAY ONE- SURRENDER (GREEN)

Time Frame:

Minimum 2 weeks

Responsibilities and Criteria for Advancement:

- Participate in treatment planning and goal setting with counselor
- Cooperate with necessary evaluations and assessment proceedings
- Have a working knowledge of the Pathway system
- Follow verbal directions and instructions from staff
- Follow through with expectations described in the client handbook
- Verbally express the reasons you came to treatment
- Consistently pass room inspection
- Complete assigned chore and double scrub weekly
- Met with the Doctor/s and comply with any medications prescribed
- Parenting: (1) Identify how your children have been affected as a result of your substance abuse (2) Identify how you see yourself as a mother one year from now and the skills that you need to develop in order to reach that goal

- Talk to a staff member if/when you are having problems adjusting to a restricted environment, having difficulty dealing with cravings, or are having thoughts of hurting yourself or someone else
- Introduce yourself to the community (your name, names and ages of your children, and something few people know about you) when you are ready to request to move forward to Pathway Two, you will be asked to sign an agreement that TWCC is a “fit” for your need to obtain a life of recovery

Assignments:

1. Point of Change Paper - This assignment will focus on the events in your life which have triggered your decision to seek and engage in treatment and begin working a successful recovery program. You will also address the issues you want to focus on while in treatment.
2. Powerlessness - Define powerlessness and the affect it has had on your life. Address what will be different to reduce feelings of powerlessness in the future. This will include a list of what you are powerless over.
3. Do I have an addiction? - Complete the 10 questions paper in your binder titled “Do I have an Addiction?” then write a paper concerning your thoughts about your addiction to drugs and alcohol.

PATHWAY TWO: OPEN- MINDEDNESS, SURRENDER (PURPLE)

Time Frame;

Minimum 4 weeks

Responsibilities and Criteria for Advancement

- Expectations of the previous pathway
- Actively work toward treatment goals and objectives
- Participate in group and follow group guidelines
- Complete all treatment hours unless excused
- Complete treatment work as assigned by your counselor
- Establish and maintain positive peer and staff relationships
- Demonstrate appropriate and respectful behavior while participating in groups and activities
- Name three coping skills you have used and give examples of when you have used them
- Take responsibility for personal behavior and treatment
- Maintain a neat and sanitary living environment

- Comply with medication management
- Parenting: (1) Identify new parenting skills you have initiated and practiced. (2) Identify changes in your child(ren)'s behavior and changes in your relationship as a result of your new parenting skills. (3) Actively seek staff feedback regarding your new parenting skills. (4) Compare your results with how you see yourself as a mother one year from now

Assignments:

Write Life story parts and share with Counselor as assigned

1. Coping skills List – Choose 10 coping skills that you will use while writing your life story and 10 coping skills that you will use while reading your life story. Define how you will use these skills as you experience your emotions.
2. Forks in the Road Paper – You will discuss the 10 defining moments in your life, 7 critical choices you have made, and 5 pivotal people in your life. This can be in a list format.
3. Co-Dependency Paper – You will address what co-dependency is, how it has affected our life, how you have participated in it, and your future goals related to it.

PATHWAY THREE: HONESTY, OPEN-MINDEDNESS, SURRENDER (PINK)

Time Frame:

Minimum 4 weeks

Responsibilities and Criteria for Advancement

- Expectations of previous pathways
- Continue progressing toward treatment plan goals and be able to identify progress being made toward the goals and objective
- Demonstrate the ability to resold conflicts by initiating problem solving with the aid of peers, staff, and counselors
- Integrate acquired communication skills to provide support to other peers
- Orient new comers to the program by taking responsibility to ensure that they know the basic rules and routine and can adequately function within the guidelines of the program
- Become a positive role model by demonstrating care and concern for fellow peers by providing feedback in a productive manner
- Show insight into existing family dynamics by initiating and working on family issues with counselors

- Parenting: (1) Continue practicing new parenting skills (2) Identify roadblocks and triggers that could result in resuming old parenting skills (3) Continue seeking staff feedback concerning parenting skills

Assignments:

1. Life Story with Process Group – This will be a short biography detailing where you were, the fork in the road that brought you to treatment, and where you are going from here.
2. What a Woman Is? – 300 words or more defining the qualities in a healthy woman.
3. What a Man Is? – 200 words or more defining the qualities in a healthy man.
4. Running the Tape – This will focus on your future as it relates to your drug/alcohol use, the possibility of a relapse, and the consequences that could occur.

Privileges

- Extra Zoom Call on weekends

PATHWAY FOUR: WILLINGNESS, HONESTY, OPEN-MINDEDNESS, SURRENDER (YELLOW)

Time Frame:

Minimum 2 weeks

Responsibilities and Criteria for Advancement:

- Expectations of previous pathways
- Identify how accomplishments of goals and objectives may be continued after discharge
- Be an active support in the community by utilizing assertiveness and listening skills
- Demonstrate an ability to initiate problem solving techniques for self and peers
- Address separation issues and prepare for discharge by identifying community support systems that can be used to made discharge successful
- Actively pursue job interview, living arrangements, child care, etc
- Establish appointment with Outpatient Counselor, Psychiatrist, Health Department management, Parenting: (1) Demonstrate success in practicing new parenting skills and overcoming roadblocks and triggers that could result in resuming old parenting skills. (2) Develop an active post-discharge parenting plan which includes routines such as daycare, transportation, free time, discipline, techniques, etc.

Assignments:

- Good bye Letter to Addiction and Letter to Judge or DHS – You will write a letter to your disease of addiction, being open about the impact that it has had on your life and the ways this is going to change in the future. You will write a letter expressing gratitude for the opportunity to have treatment and therapy.

- Relapse Prevention Plan – You are allowed to start completing this plan at the beginning of treatment although by the end of treatment, the expectation is that it can be completed filled out by 2 weeks prior to discharge.
- Plan Day of discharge

Privileges:

- Extra Zoom Call on weekends
- Extra 10-minute call during week

Behaviors that will prevent reading to the next pathway

The following is a list of behaviors that will keep you from reading to the next pathway for a week after the behavior is reported. Your counselor and/or clinical supervisor/program director will speak to you regarding this behavior and expected change.

1. Children in bed with mom.
2. Caregiving of other children without staff approve (exceptional circumstances only).
3. Going into another hallway other than your own and/or into another clients room.
4. 2 or more unexcused absences from groups.
5. Late for meds.
6. Cursing in front of children or at one another or staff.
7. Borrowing and lending-Stealing or giving without approval.
8. Children out of eye sight.
9. Smoking/Vaping, etc. and/or buying any tobacco products
10. Going to other places/areas while in on transport that were not approved by staff.

Homework

Homework will be assigned in your groups. Completing this work will be necessary to receive credit for the group.