



Welcome

On behalf of the staff here at Retreat at Lancaster County, I'd like to say a few words of welcome. Entering treatment is an important step toward change and I want you to know we will do everything possible to ensure a comfortable and positive treatment experience.

As a patient here, you'll meet with a treatment team to establish plans and goals suited to your own needs, strengths and experiences.

Involving friends and family members is an important part of the recovery process. There's a lot to learn about addiction and recovery, and studies have shown that the recovery rate is significantly higher when your loved ones take part in the process. While you're here, your Primary Therapist will help to organize communication between you and your family. They'll reach out to your loved ones and establish direct communication, as well as schedule and facilitate family sessions.

We want to make sure your loved ones are fully prepared to approach addiction recovery with the right tools. We strongly encourage friends and family members to attend the Family Workshop at our outpatient building.

After your family has gone through the Family Workshop, they'll be able to contact your Primary Therapist and schedule a family session as part of your treatment plan. The Family Workshop is offered on Wednesdays for your loved ones. More details will be offered by your Primary Therapist.

Again, let me congratulate you on taking such a big step toward long-term recovery and lifelong health.

Contact me *anytime* with questions or concerns,

Sincerely,

Kevin Walker

Kevin Walker, MS
Executive Director

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Community Handbook

Revised June 2019

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You've already taken a huge step by entering treatment. We want you to know there's no reason to be concerned about privacy while you're here.

What's HIPAA?

HIPAA – or the Health Insurance Portability and Accountability Act – is a federal law that protects the privacy of your personal information and gives you more access and authority over your medical records. It protects your medical information by restricting its use and disclosure.

What Areas Does HIPAA Attempt to Standardize?

HIPAA sets and maintains standards in **electronic transactions, code sets, unique identifiers, privacy, security, electronic signatures and enforcement.**

Who's Covered by HIPAA?

Entities covered by **HIPAA** include Health Plans, Healthcare Clearinghouses and Healthcare Providers. **HIPAA** also covers organizations that maintain business relationships with covered entities where there is an exchange of Protected Health Information (**PHI**). Examples of these types of associates are vendors that provide services like claims processing, data analysis, utilization review, quality assurance, billing, benefit management and practice management. Associates may also be organizations that provide legal, actuarial, accounting or accreditation services. Most associates sign special agreements with covered entities to protect sensitive healthcare information.

What's Protected Health Information?

PHI is individually identifiable information – like your name, address, birth date, contact information, social security number, information about your physical or mental health, services that you receive, or any information that connects you to your medical records. This also includes X-rays, photos, prescriptions, lab work and test results. Billing records, referral authorizations, research records and explanations of benefits are also protected. **PHI** is information that's created, kept, used or shared. It may be spoken, written or maintained electronically.

What About Use and Disclosure?

Healthcare providers are permitted to use and disclose **PHI** in certain circumstances. **PHI** can be used or disclosed when permitted by regulation and when you've signed an authorization for its use and disclosure within a specific time period. There are other times when organizations can use **PHI** – for teaching or training purposes, for example, or for activities associated with medical staff, business and management operations, reporting to government and health agencies and disclosures required by law. It's important that when using or disclosing **PHI** for purposes other than treatment, only the **minimum necessary information** be used or disclosed.

What's a Notice of Privacy Practices?

All healthcare providers are required to develop a **Notice of Privacy Practices**. This notice contains the healthcare organization's legal responsibilities, and is given to you upon admission. You'll be asked to sign the notice, stating your awareness of the practices outlined therein.

What's an Authorization Form?

Authorization forms contain certain information – such as a description of **PHI** that is to be used or disclosed, the name of the individual who will use or disclose the information, who or what it's being disclosed to, a notice that you have the right to revoke the authorization, an expiration date, your signature and the signature of a witness.

When Don't We (the provider) Need an Authorization Form?

Under special circumstances your authorization is not needed. These circumstances include things like reporting to a government agency, abuse or neglect of a child, domestic violence, legal investigations, or else to avert a serious threat to health and safety.

What are Your Privacy Rights Under HIPAA?

You have the right to receive a notice of our privacy practices, the right to request restrictions on the use and disclosure of **PHI**, the right to access medical information and the right to amend any errors – under organizational policy. **HIPAA** regulation gives you the right to a full account of disclosures.

What Happens When Someone Doesn't Comply?

HIPAA has established **civil and criminal penalties** for companies and individuals who don't comply with its policies and regulations. Civil monetary penalties range from \$100 to \$25,000. In addition, criminal penalties range from \$50,000 to \$250,000 and/or imprisonment for up to ten years. Organizations can also be excluded from participation in the Medicare Program.

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Welcome and Congratulations!

You've just made one of the most important choices of your life. Deciding to enter into this program says a lot about your willingness and determination to improve your life.

We applaud you

You're already on the path to healing from addiction, and you should know that the willingness you came here with is one of the most *essential* tools for successful recovery.

We're on your side

The program here at Retreat is organized around time-tested principles at work in the lives of countless recovering people worldwide.

We'll work with you to develop a treatment plan based on your own strengths, needs and experiences.

Retreat believes in a team-centered approach to inpatient treatment. You'll be matched with peers on a clinical team, and you'll work closely with a Primary Therapist, Team Therapists/Treatment Techs, Patient Care Coordinator and a team of nurses and medical providers throughout your treatment experience.

We also offer additional services on an as-needed basis which is comprised of a Licensed Clinical Psychologist and Clinical Specialists.

Our environment is highly structured. It's important to know, however, that our structural guidelines are in place to help you be successful, not to restrict your freedom.

So What's In This Handbook?

Attached you'll find information regarding our program guidelines and the clinical schedule. You'll get a sense of what daily life is like here at Retreat.

We encourage you to review this handbook and to consult a staff member with any unanswered questions or concerns.

General Information

Visiting

- Your loved ones will be encouraged to attend the Family Workshop. Through this process, a family session can be arranged.
- For your security – and the security of your peers – all visitors will be accompanied by a staff member throughout their time here.
- In order to maintain confidentiality and security, your loved ones will be asked not to bring in any outside food or beverages, or any cameras or recording equipment on campus.
- Any visitors showing signs of intoxication will be asked to leave the property, as it isn't safe for those visitors or for the recovery community at large.

Valuables

Upon admission, you'll be asked to turn in your valuables for safe-keeping. Retreat is not held responsible for the loss of any valuables not given to staff.

We ask that you allow us to secure the following items:

- Money
- Wallets
- Credit Cards
- Expensive Jewelry
- Cell Phones

Note: Money can be signed out and placed on your **Cashless Vending** account for use of the vending machines. Your Credit Card may also be used to fund your Cashless Vending account. Please see your assigned Patient Care Coordinator to have your account funded.

Please see "Cashless Vending" section on Page 10 for more details.

Even as we're committed to securing your valuables, we strongly suggest that you send home any unneeded valuables or personal items to minimize risk.

Personal Items

- Mail generally arrives in the early afternoon. For campus and community security, we ask that any mail you receive be opened in front of a staff member.
 - We have envelopes and stamps available in the receptionist's office, for your convenience.
 - If you need any personal hygiene items, simply inquire at the nearest Nursing station.
 - Please be mindful that infection control standards discourage the sharing of any personal hygiene products. We have resources available for every individual.
 - Personal MP3 players are allowed upon evaluation and approval (no screens).
-

The following items have been deemed to not be conducive to a recovery environment, and may not be kept on your person:

- Iron Heaters, Electric Blankets, Reading Lamps, Pets
- Unauthorized drugs or medication, or any products containing alcohol in the first three listed ingredients
- Scissors
- Knives, Firearms or Other Weapons
- Cameras
- Cellular or Digital Phones
- Pagers, Electronic Devices or Computers
- Outside Food or Beverages
- Alarm Clocks with Radio
- Electric shavers (may only be used if medically approved and will be kept at the nursing stations)

Length of Stay

Retreat offers a continuum of care comprised of Inpatient Detoxification, Inpatient Rehabilitation, Partial Hospitalization Program, Intensive Outpatient, General Outpatient and Individual Counseling.

Laundry

There are laundry facilities available for use on every floor in our main residential building.

Mandated Treatment

If you've been mandated to treatment by a court or by a probation or parole agency – you're required to sign a "Consent for Release of Information" to the mandating agency. This consent may not be revoked.

- *Upon leaving the facility, the mandating agency may be contacted for updates on your discharge status.*
 - *We will ask that you sign a consent for an emergency contact. In order to revoke this consent, the emergency contact must be notified and a new one must be listed, which will be verified. Please keep in mind that the emergency contact will only be called in the event of a true emergency.*
-

Program Guidelines

The following program guidelines have been developed over time – with direct attention to your personal safety and security. You’ve made the right choice by seeking help and we encourage you to continue to choose what’s in the best interest of your recovery. These guidelines were designed to help you do just that.

Retreat Guidelines

The following behaviors have been determined unacceptable at Retreat. These actions will lead to a team meeting and a reassessment of your treatment plan. If you have any questions, please seek out a staff member to clarify them for you.

- Smoking inside the facility or other non-approved locations
- Leaving the facility grounds
- Gambling
- Persistent use of foul or offensive language
- Failure to follow program guidelines

For safety, security and success in recovery, Retreat discourages sexual relationships during treatment.

General Guidelines

The following behaviors have been deemed unacceptable in a healthy recovery environment.

- Physical violence against another person, provoked or unprovoked. This may include hitting, striking, pushing, throwing objects, stabbing or shooting
- Threats of physical violence
- Possession or use of a weapon. Weapons include knives, guns, razor blades, mace, clubs, etc.
- Setting a fire or setting off a fire alarm
- Stealing or extortion
- Destruction of property

Remember, the actions and behaviors listed above directly involve your own personal choice. We encourage you to make decisions that are conducive to your own recovery – as well as to the safety and recovery of others.

Should you decide to take any of the aforementioned actions – it will result in a team-meeting and possibly in discharge from our program or referral to law enforcement.

Attendance and Participation

We strongly encourage you to participate in all of the meetings, workshops, lectures, films and groups offered as part of your treatment plan. Should you need to be excused from any scheduled clinical activity – the Nursing or Clinical staff will be able to give you permission.

We believe in the services we offer here – and as part of our system of structural guidelines, we ask that you:

- Be seated for scheduled activities 5 minutes before they begin (*for reasons of accountability*).
- Use the restroom, get a drink, or take care of anything similar prior to group activities. This helps minimize disruptions and distractions for the therapeutic process.
- Be respectful and attentive to the best of your ability
- Obtain written permission before excusing yourself from clinical activities.
- Group attendance during the Detoxification level of care is expected, unless you are medically incapable of attending and have received a pass from nursing.

What's Out-of-Bounds?

The following areas are considered “out-of-bounds” – and we ask that you refrain from entering them in the interest of community safety and security:

- Rooftops
- Kitchen – *unless approved and supervised*
- Your peers’ rooms
- Parking areas
- Staff offices – *unless approved and supervised*
- Off the campus grounds
- Lobby Areas – *unless approved and supervised*

Proper Attire

Below are listed Retreat’s guidelines for appropriate attire while in treatment:

- Please wear shoes and shirts at all times
 - Refrain from wearing sunglasses indoors
 - Please refrain from wearing short skirts, or excessively short shorts – *mid-thigh or longer is an appropriate length*
 - We ask that you not wear bare-midriff tops, swimsuits, see-through clothing, spandex or underclothes worn as outer clothing
 - Refrain from wearing anything with symbols or references to sex, drugs, alcohol or death
-

Additional Information

- ID badges must be worn at all times.
- Men and women are only permitted on their designated floors per room assignments.
- You must have at least two (2) people present in the workout area to use the equipment.
- The administration building is off limits to all patients unless given permission from staff.
- It is required to be on time for all groups and appointments. Leaving group is not permitted unless you have a valid appointment card or a staff member comes to get you. There are no bathroom or smoke breaks during group time.
- Smoking and use of other tobacco products are permitted in designated areas only. Patients must wait to light up until they are in the designated area. The upper gazebo beside the schoolhouse and the lower gazebo next to admin are designated staff smoking areas. Patients are not permitted to smoke in these areas.
- Patients are not permitted outside or in the café from 11:00pm-5:00am. You should be in your room during these hours.
- Nursing stations are closed during the following times for staff shift exchange. Please do not enter the nursing stations during these times unless it is a serious emergency.
 - 7-7:30am
 - 11-11:30am
 - 3-3:30pm
 - 7-7:30pm
 - 11-11:30pm
- Patients are not permitted to hang out in the lobby.

Cashless Vending

Cashless vending is available in the gym for snacks and tobacco products from 5-7am, 7:30-8:15am and 8:30-10pm daily. Cash or debit card information can be signed out or sent to your Patient Care Coordinator Monday-Friday from 7:30-8:15am and 8:30-10pm, in the gym.

- **NOTE:** Money will not be placed on your card over the weekend so please plan accordingly so you have enough money on your card to make it through the weekend.

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Opportunities and Responsibilities

You're now a part of a community of individuals all living and recovering together. We hope you'll embrace these opportunities to assist your peers and encourage community-wide growth, accountability and sustainability.

Responsibility in Recovery is a lesson with lasting implications. Please review some of these listed community responsibilities, and take up your place as an active, integral member of our recovering family.

Big Buddies

A Big Buddy will be assigned to work with you and help you get acclimated to the daily schedule.

There's a checklist attached to the back of this handbook. It covers everything you'll be shown – and that you'll eventually be able to show others.

Smoking Policy

There are designated smoking areas throughout the campus grounds. We ask that you remain in one of those locations should you wish to smoke – for the sake of the environment here, and for the health and comfort of your peers.

Community Chores

To help establish Responsibility in Recovery – you'll be matched with a chore group and encouraged to manage community chores (i.e. café clean-up) on a rotating schedule.

For your safety, you won't be asked to do this while you're on Detoxification status, whereas once you're out of detoxification you will be able, just like your peers, to contribute to the cleanliness of the facility.

Meals and Refreshments

We ask that you only eat in the Café, and refrain from bringing food or drinks to other areas on the grounds. Our Executive Chef can manage specific or restricted diets – simply inform your Nursing Unit of any allergies or special preferences or limitations.

Meals are served during the following times:

- ***Breakfast*** – begins at 7:30a – until 845 a
 - ***Lunch*** – begins at 12n
 - ***Dinner*** – begins at 445p

Keeping Retreat Beautiful

While here, you'll be encouraged to develop and hone life-skills necessary for long term recovery. We ask that you maintain neatness in your room and in common areas – things like making your bed, keeping your things orderly and keeping your bathroom and vanity-areas tidy.

We'll provide you with clean linens weekly – just discard used linens in the receptacles provided on "Linen Days".

Daily Schedule

Our daily clinical schedule begins at 6:30am, and ends at "lights out" at 11pm. During "lights out", we expect that you stay in your room from 11pm until 5am. We ask that you be conscious of your peers and roommates, and that you try to be as quiet as possible after 11pm.

Note: Daily schedules will be posted throughout the facility.

Telephones

Your Primary Therapist will work with you to arrange phone-calls and outside-communication throughout each week.

Confidentiality

Confidentiality is important. We're committed to maintaining ethical standards, and we ask that you too maintain confidentiality while you're here. The therapeutic process calls for confidentiality – thus, everything revealed in group and therapy sessions should remain confidential and not be shared in community areas, or after you've completed treatment here.

As a facility, we have to follow guidelines concerning what's called **Mandated Reporting**. This means that should you disclose any sensitive information regarding abuse or neglect in varying degrees, we may be required to report that information to the appropriate agencies or individuals. Also, if staff members determine that you present a danger to yourself or others, this information will be reported in the interest of both your safety and the safety of the community.

Patient Care Services

You'll work with a Patient Care Coordinator as part of your core treatment team. You can schedule a time with your Patient Care Coordinator to discuss any questions or concerns you may have regarding:

- *Family Medical Leave Act (FMLA) or Short Term Disability paperwork*
- *Finance*
- *Aftercare*
- *Support Services*

Recreation

As long as you've been medically cleared, we encourage you to spend your free time outdoors (weather permitting, of course) during daylight hours after 6:30 am.

There are resources and facilities available for recreational use at the facility, just ask the Recreational Therapist about them.

Room Changes

You may be asked to change rooms during your stay here. We appreciate your understanding and cooperation.

Concerns, Issues and Complaints

If you have any problems or complaints, please report them to the Nurses or Clinical Staff on duty at the time. Many concerns can be handled quickly by Nurses or Clinical Staff directly.

Any complaints about the living environment or the state of any Retreat facilities can be given to the Nursing staff, who will then refer them to the Director of Facilities.

If your complaint involves your treatment experience, please see a Clinical Supervisor immediately. Many issues can be handled by staff.

If necessary, Complaint Forms are kept in the reception area - please see the receptionist for a copy.

Grievance and Rights policies are posted on bulletin boards throughout the facility common areas.

Personal Input

You'll be given the opportunity to provide input throughout your stay at Retreat.

Satisfaction Surveys are completed prior to discharge - we value your honest feedback.



In Case of Emergency

In the event of a fire alarm, a fire or any other emergency that calls for evacuation – please leave the building by way of your nearest safe-exit and proceed to the upper driveway in front of the maintenance building. You’ll be asked to line up, single file, with other members of your Primary Group for accountability reasons.

It is important that you remain in this area until staff announces the “All Clear” for return to the building.

Emergency Evacuation Plan

- Preplan your exit. Locate two emergency exits and check the complete route outdoors.
- When an alarm sounds, leave at once.
- If smoke or heat is present, stay as low to the floor as possible
- Don’t fight a fire alone
- Know how to sound the fire alarm
- If you’re trapped, close and seal doors, wait at your window and signal for help
- Remain calm

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In Case of a Medical Emergency

In the event of a medical emergency, nursing and/or medical staff will be called upon to the situation. If it is deemed beyond Retreat nursing/medical care, 911 will be called and the Emergency Medical Technician will resume care.

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Big Buddy/ Little Buddy Orientation Checklist

A. Show the locations of the following:

- TV Lounges
- Nursing Stations
- Schoolhouse
- Gymnasium
- Bulletin Boards
- Laundry Facilities
- Café
- Lobbies
- Photo Boards

B. Review Schedules

- Daily Clinical Schedule
- Meal Times

C. Review

- Program Guidelines
- Community Responsibilities
- General Information
- Roll-Calls
- Telephone use guidelines
- TV and Lounge hours
- Smoking Policy
- Change of linens procedures
- Out-of-Bounds areas
- Family Education Program information
- Wake-up and Lights-out
- Name badges

D. Community Opportunities

- Introduce Little Buddy to Peers in the community
- Cover community chores
- Explain kitchen etiquette

E. Orientation Group

- Little Buddy completed orientation on _____

Your Name _____

Buddy _____

Therapist _____

Track Team _____

Little Buddy _____ *Big Buddy* _____

Holistic Wellness



Wellness describes a state of harmony, in which the three essential features of being – Body, Mind and Spirit – are vitalized and empowered to work together.

Physical Health and Wellness

Establishing physical wellness is an essential part of early recovery. From detoxification protocols and campus amenities to working with our recreational therapist and our executive chef – you'll have the opportunity to regain physical equilibrium and to master your own body.

Mental Health and Well-being

It's time to feel good about yourself and your experiences. Our clinical and holistic resources will help you to walk through suffering and into peace.

Spiritual Health

Recovery operates from a foundation in the awareness and practice of Spiritual Principles. Explore the many avenues of Spiritual Healing available here at Retreat.

Getting Better Sleep in Early Recovery

It's common for people in early recovery to have difficulty establishing healthy sleep hygiene. The major shifts – both physical and emotional – of beginning life without drugs and alcohol can offset your internal clock.

Suggestions for Restful Sleep

Take a look at these suggestions. They may help you get back into a normal sleep routine.

Keep a Regular Schedule

- Set yourself a regular bed time, and stick to it. The same goes for waking-up.
- If and when you nap throughout the day, be smart about it and don't let it compromise your schedule.
- Retreat's bedtime is at 11p

Regulate Your Sleep-Wake Cycle

- During the day, try to remove your sunglasses and increase your natural light exposure.
- As it gets later into the evening, avoid televisions and computer screens. Their light stimulates the brain and suppresses melatonin.

Get Into a Relaxing Routine

- Get yourself into a relaxing sleep routine: Quiet down any noises, keep your bedroom cool and pleasant, make your bed a comfortable, inviting sanctuary – and reserve your bed for sleeping.

Diet and Exercise

- Try to avoid large meals near bedtime.
- Avoid caffeine and nicotine. Snack lightly the later it gets.

Breathing Exercises

- Manage your anxiety with deep-breathing exercises and progressive muscle relaxation techniques.

Direct Your Attention Elsewhere

- Don't get stuck in your head. Direct your attention to breathing or relaxation. "Trying" to sleep is like trying not to think about the color red.

Talk to Someone

- If you take these suggestions and sleep is still a problem, consider talking to a Nurse about possible solutions



A Note from Our Staff

As you begin to walk the path of recovery, you'll notice many changes happening in your mind and body. Early recovery is the perfect time to start paying mindful attention to your physical, mental and spiritual health. We suggest incorporating healthy fun, physical activity and appropriate use of leisure time, as a means of self-care in your daily schedule.

Exercise helps with cardio vascular health and stimulates the immune system. Additionally, it may even work to alleviate symptoms of depression and anxiety. Further research shows that exercise can increase the amount of new nerve connections in the brain, which helps your brain recover from the use of drugs and alcohol.

Mindfulness is a concept that encourages us to keep our focus on the present moment. Regular practice of mindfulness techniques have been proven to improve one's ability to manage emotions and cope with stress. Mindfulness can be practiced through various activities, such as yoga, stretching, meditation and much more! Additionally, mindfulness can help to improve spiritual connection and self-compassion.

As the body and mind continue to return to a state of normalcy, you may find that you're beginning to sleep better, awake with more energy and adopting an altogether more hopeful, positive outlook on daily life and recovery.

It is never too late to start taking time for yourself each day! So, whether your self-care is yoga, nature walks, meditation or one of our more physically challenging activities, don't wait to get out there and start your new beginning!

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Tips for Healthy Hygiene

You

Taking care of your personal appearance and cleanliness are essential activities in early recovery.

Bathing daily, applying deodorant, and considering your appearance can all work to increase self-esteem and decrease depression. They allow you to focus freely on recovery.

Your Living Environment

Your living environment becomes a place of rest and solitude. It becomes a safe place, free from triggers or stressors.

While you're here, you'll be sharing a living space with roommates. We encourage you to take responsibility as an active participant in your home-away-from-home.

Be mindful of things like making your bed, changing out your linens, separating your clothing and maintaining overall neatness. Sometimes it's difficult, but it pays off. You and your peers will be responsible for the condition of your room – for making it into a recovery sanctuary.

Your Clothing

Each floor in our residential building has laundry facilities available for your convenience.

Keeping your clothing clean and your wardrobe accessible is a big part of responsibility in recovery.

Your Community

Each member of the Retreat community plays a part in caring for their peers and their environment.

You'll have the opportunity to take ownership and accountability – to take care and pride in the disciplines that come with entering our community.



Program Overview

What Retreat Offers

Comprehensive Inpatient Program – Includes detoxification and rehabilitation

Partial Hospitalization Program (PHP) – Aftercare program with courtesy transportation

Intensive Outpatient Program (IOP) – Step down from IOP

Specialized Programs – Treatment can be extended at a level of care based on individualized treatment needs

Core Curriculum for Inpatient Treatment

- ***“Quest”*** – focus on meeting needs of those struggling with feeling “stuck” due to losses they have experienced in their life
- ***“Journey”*** – addresses the complex needs of those whose recoveries have been hindered by significant traumatic experiences
- ***“Odyssey”*** – provides a personalized intervention and education and skill development for those caught in addiction to alcohol
- ***“Explorer”*** – offers an integrated healing approach for those suffering from co-occurring disorders alongside with substance abuse issues
- ***“Providence”*** – focus on repairing broken relationships and addressing the spiritual bankruptcy that has resulted from a life lived with an active substance abuse disorder.

Outpatient – PHP, IOP and GOP

- ***Relapse Prevention*** – focus on identifying real life relapse triggers
- ***Coping Skills*** – learning to apply healthy daily living skills in recovery
- ***Relationships*** – understanding the impact of addiction on relationships
- ***Living In Recovery*** – discovering the benefits of life in recovery

Group and Individual sessions are provided as well.

What can you expect at Retreat during your stay?

You will be assigned to treatment team track that is comprised of your Primary Therapist, Team Therapist, Treatment Technician, Patient Care Coordinator and Team CA. In addition, you will meet with a provider from the Medical team and have a plan for your detoxification. You will have group and individual sessions with your therapists. You may have a Clinical Specialist to work with for additional therapies if appropriate. You may have a session with a Clinical Psychologist if your treatment team believes it will be beneficial to you. You will be able to ask any member of your team any questions you may have regarding your treatment plan. Nursing and clinical staff is available 24 hours a day/ 7 days a week.



Program Schedule Monday-Friday

730 – 845a - Breakfast

915-1130a – *Small Group Therapy with Primary Therapist* – this is a process group held in your Primary Therapist's office.

****Please note that on some mornings groups will participate in holistic options such as art therapy, music therapy, equine therapy, culinary, gardening (seasonal), drumming and mindfulness/meditation****

12n – 115p - Lunch

130 – 245p – *Psycho Dynamic Group*– this is an engaging group led by a Clinical Specialist from your clinical team and is designed to utilized specialized interventions to improve one's ability to develop effective coping strategies

330 – 345p– *Psycho Educational Group* – this is a process and educational group led by a staff member on the Clinical Team. Some topics that are covered are: Mindfulness, Relapse Prevention, Stages of Relapse, Family Matters, Relationships and Emotional Regulation

445 - 600p – Dinner

600p – *Campus Connection* – this is held in the gym and is designed to foster a cohesive community. This meeting seeks to connect you to others during your day of recovery. Campus Connection is led by staff to address any concerns you may have. Staff are also available to assist with problem solving any personal or community issues.

615 – 715p – *Holistic Electives* – Retreat offers several options that you and your treatment team will decide on what best fit your needs. Options include but are not limited to Recreation, Music, Art, Culinary, Yoga, Meditation and Mindfulness.

730 – 830p – *Recovery Engagement Activities* – options offered include a speaker meeting, a book meeting or an educational meeting on various recovery oriented options that are available to you while in treatment and your communities.

830 – 930p – Snack

11:00p – *Good Night, Lights Out*



Saturday & Sunday Program Schedule

730 – 845a - Breakfast

900 - 1000a – Morning Groups (Optional)

Coffee Hour

Non-Denominational Service

Relapse Prevention

1030 – 1130a – Holistic Groups - Retreat offers several options that you and your treatment team will decide on what best fit your needs. Options include but are not limited to Recreation, Bowling, Movies, Meditation, Art Activity and Recovery Oriented Activities

12n – 115p - Lunch

130 – 230p – (Acceptance Commitment Therapy) ACT Group- this is an engaging group led by a member of your clinical team that is designed to educate and develop specific techniques and strategies to be utilized in the recovery process

330-430p – (Acceptance Commitment Therapy) ACT Group – building off previous ACT groups, this is led by a member of your clinical team, designed to educate and develop specific techniques and strategies to be utilized in the recovery process

445 - 600p – Dinner

600 - 700p – Holistic Groups – Retreat offers several options that you and your treatment team will decide on what best fit your needs. Options include but are not limited to Recreation, Wrap Up, Life after Treatment Discussion, Meditation, Art Activity and Recovery Oriented Activities

730 – 830p – Psycho Educational Group – this is a process and educational group led by a staff member on the Clinical Team. Some topics that are covered are: Mindfulness, Relapse Prevention, Stages of Relapse, Family Matters, Relationships and Emotional Regulation

830 – 900p – Snack

11:00p – Good Night, Lights Out



Patient's Bill of Rights

1. You have the right to respectful care given by competent personnel.
2. You have the right to quality care from all personnel and shall without any subjection to humiliation, abuse, neglect and financial exploitation and retaliation at any given time during your treatment, prior to treatment or after treatment.
3. You have the right, upon request, to be given the name of your attending physician, the names of all other physicians directly participating in your care and the names and functions of other health care persons having direct contact with you.
4. You have the right to every consideration of your privacy concerning your medical care program. Case discussions, consultations, examinations and treatment are confidential and should be conducted discreetly. Those not directly involved in your care must have your permission to be present during any of these procedures.
5. You have the right to have all communications and records pertaining to your medical care treated as confidential except as otherwise provided by law or third-party contractual arrangement.
6. You have the right to know the rules and regulations of the facility, which apply to your conduct as a patient.
7. You have the right to expect emergency procedures to be implemented without necessary delay.
8. You have the right to good quality care and high professional standards that are continually maintained and reviewed.
9. You have the right to full information, layman's terms concerning your diagnosis, treatment and prognosis, including information about alternative treatments and possible complications. When it is not medically advisable to give you such information, it should be given on your behalf, to your next of kin or other appropriate person. You have the right to an individualized plan of treatment and you will participate in its development. You have the right to periodic review of the plan and you may request such a review at any time, by request to your counselor or physician.
10. You have the right to receive from your physician information necessary for you to give informed consent prior to the start of any procedure or treatment, except for emergencies. Such information should include, but not necessarily be limited to the specific procedure and/or treatment, the medically significant risks involved, the possible side effects and the potential benefits. Except for emergencies, the physician must obtain the necessary informed consent prior to the start of any procedure of treatment of both.

11. You, or, in the event you are unable to give informed consent, a legally responsible party, have the right to be advised when a physician is considering you as a part of a medical care/research program or donor program and you or a legally responsible party may, at any time, refuse to continue in any such program to which you have previously given informed consent, without compromising your access to the facility's services.
12. You have the right to refuse any drugs, treatment or procedure offered by the facility to the extent permissible by law and a physician shall inform you of the medical consequences of such refusal. You have the right to be informed of Retreat's legal responsibility if you refuse certain drugs, treatment or procedures.
13. You have the right to assistance in obtaining consultation with another physician at your request and your expense.
14. You have the right to medical and nursing services without discrimination based upon age, race, creed, sex, ethnicity, color, natural origin, marital status, sexual orientation, handicap, religion or source of payment.
15. If you do not speak English, you should have access, where possible, to an interpreter.
16. The facility shall provide you, upon request, access to all information contained in your medical record. Retreat reserves the right to temporarily remove portions of the record if your attending physician determines that the information may be detrimental if presented to you. Reasons for removing sections shall be documented and kept on file. You may appeal the physician's decision restricting access to your records to the Executive Director, in writing. You may also request, in writing, the correction of inaccurate, irrelevant, outdated or incomplete information from your records. You may also submit, in writing, rebuttal data or memoranda to your records.
17. You have the right to expect good management techniques to be implemented within Retreat considering effective use of your time and to avoid your personal discomfort.
18. When medically permissible, you may be transferred to another facility, only after you, your next of kin or other legally responsible representative have received complete information and an explanation concerning the need for, and the alternatives to, such a transfer. The facility to which you are to be transferred must first have accepted you for transfer.
19. You have the right to know the cost of the services rendered to you, to examine your bill and to receive a detailed explanation of your bill, regardless of the source of payment.
20. You have the right to full information and counseling on the availability of known financial resources for your health care.
21. You have the right to be informed of Retreat's plan for your discharge and you have a right to be informed, upon discharge or your continuing mental and physical health requirements following discharge and to be given a plan for meeting them. If you wish, you may participate in the development of the plan.
22. You cannot be denied the right of access to an individual or agency that is authorized to act on your behalf to assert or protect the rights set out in this Bill of Rights. You have

- the right to initiate a complaint or grievance procedure and to be informed of the appropriate means of requesting a hearing or review of the complaint.
23. You have the right to treatment at Retreat in the least restrictive environment possible.
 24. You have the right to send and receive uncensored mail and the right to have visitors. You may be required to open mail/packages in the presence of a staff member if the staff is concerned about contents, e.g., prescriptions. If restrictions are placed on these privileges for therapeutic reasons they will be evaluated every 7 days. You have the right to participate and if you wish, your family, in any discussions regarding this matter.
 25. You have to be informed of any proposed change in staff responsible for your treatment or any possible transfer outside the facility.
 26. You have the right to competent, quality care during your stay at Retreat regardless of the method of payment.
 27. You have the right to be informed of your rights at the earliest possible moment in the course of your treatment.
 28. You shall retain all civil rights and liberties except as provided by law and you shall not be deprived of any civil right solely by reason of treatment.

Revised January 2019

Clinical Teams



QUEST

The Quest track has evolved as an answer for those whose ability to success in their efforts towards abstinence has been compromised by pervasive loss. Quest is a comprehensive track which addresses all aspects of losses that render a patient “stuck” in their efforts towards abstinence.

ODYSSEY

The Odyssey track was developed to provide personalized intervention education, and skill-development for individuals caught in primarily alcohol addiction. Individuals are empowered by the validity of their own experiences and encouraged by the application of innovate therapies and disciplines, all in effort to facilitate life-long, sustainable sobriety and direction.

JOURNEY

The Journey track was developed to address the complex needs of those whose recoveries have been hindered by significant traumatic experiences. Journey is collaborative and yet personalized – employing a network of specialists to foster and bolster the delicate process of self-healing. Its vision is of lasting peace.

EXPLORER

The Explorer track offers a personalized, integrated healing approach for those individuals suffering from co-occurring disorders as well as from significant substance abuse issues. Explorer establishes a unique treatment environment – a setting free from unfounded stigma, a program designed to empower and a range of treatments streamlined to provide exceptional individual outcomes for its participants.

PROVIDENCE

Providence is defined as both “the protective care of God or of nature” and “timely preparation for future events”. This track is designed for individuals who feel spiritually bankrupt and overwhelmed by the multiple disruptive life events that have led to or resulted from their substance use disorder. Providence track is designed to assist in reconnecting with the strength the individual’s spiritual nature as well as providing the concrete skills needed to cope with and overcome obstacles that prevent living a sober and meaningful life.

Holistic Treatment Components



EQUINE

*Exploring emotions through a different venue while creating connections with others
in support for recovery*

ART & MUSIC

*Helps to elicit an emotional response and to discovery new depths. No music or artistic
ability required – just a mind open to a new experience*

YOGA

*Learning new techniques for breathing, stress relief and dealing with anxiety, as well
as learning to incorporate balance*

CHANTING

*Learning to harmonize with one another through the use of sound
and delving deeper into oneself*

DRUMMING

*Helping to produce a feeling of self-awareness and well-being.
Accelerates physical healing and releases held-in emotions*

CULINARY

*Learning about healthy eating and cooking nutritious snacks and meals while
nurturing oneself through the art of cooking healthy foods*

PAIN MANAGEMENT

*Learning to relieve pain with soothing music and healing exercises
Promotes healthy well-being and a positive sense of self*

GARDENING

Learning to plant, cultivate, nurture and produce fruits and vegetables

RECREATION

Learning to have fun in recovery by engaging in structures recreational activities as a means of self-care

PRIDE

A private, confidential group where persons who identify as LGBTQ can find support and process issues related to the LGBTQ community

SMOKING CESSATION

An intimate group with one of Retreat's medical providers discussing the opportunity of smoking cessation. All patients are welcome to attend this group

FIRST RESPONDER / MEDICAL PROFESSIONALS

A private, confidential group for those working in the medical field or studying to be in the medical field. Participants include EMT, police, firefighters and those studying Psychology, Sociology or Pharmacy. This group provides a safe environment where this specific population can discuss the unique issues of working in their fields while being a person in recovery from drugs and alcohol.

AA/NA BOOK STUDY

An evening spiritual group where patients are introduced to 12-step methodology and can begin to explore the passes in each of the programs' texts.

VERACITY

Veracity is an integrative group specializing in behaviors and thinking patterns that may exacerbate an addictive lifestyle. It addresses thoughts and behaviors that may present as a barrier to the treatment process.

Revised June 2019

