

# Gaudenzia DRC, Inc.



3200 Henry Avenue  
Philadelphia, Pa. 19129

## *Client/Reentrant Handbook*

*Revised: April 2021*



WELCOME to Gaudenzia DRC, Inc.

We want your stay here to fully benefit you towards achieving your goal of returning to the community to your family and significant others in a positive and successful way.

We are here to help you become independent self-sufficient members of your community. We need you to be willing to work with the staff to stay on course and focus to accomplish the goals you have set for yourself.

The goals many of our clients/reentrants set for themselves include:

- Being drug and alcohol- free (complete Treatment)
- Acquiring employment
- Start developing a relationship with my children
- Start developing a relationship with my wife, girlfriend, boyfriend, significant other
- Saving money for housing
- Stay crime free
- Abide by facility guidelines
- Acquire clothes for work

These are just some of the goals our clients/reentrants have identified for themselves. Please work with your Counselor to identify your goals and begin this very important journey you are on.

Sincerely,  
The Staff

### **HISTORY AND DESCRIPTION**

Gaudenzia DRC, Inc., is a private, non-profit organization helping individuals and families affected by drug and alcohol dependency, mental illness, and related conditions to achieve a better quality of life – allowing them to live as productive, accountable individuals. This is accomplished through comprehensive treatment and

prevention methods guided by a philosophy of mutual concern and responsibility. Gaudenzia DRC, Inc., also conducts research and educates the community on the cause, treatment, and prevention of addictions, mental illness, and related conditions.

We seek to be the best program for the treatment and continued recovery of those affected by alcohol and other drug addiction, as well as mental illness, by providing the highest quality and most cost-effective services available. Gaudenzia DRC, Inc., develops and implements specialized services to meet the needs of various client profiles and provides these services in such a manner that social, economic, or demographic factors do not limit an individual's access to appropriate services. We recognize the addicted individual as a person of dignity and worth, whom we accept in a spirit of caring and positive regard. Our staff is expected to conduct themselves on a professional level and to treat clients and colleagues with respect and courtesy.

Diagnostic & Rehabilitation Center (DRC), 229 Arch Street, Old City, Philadelphia, PA 19106, was initially established in 1963 in conjunction with Temple University, the Greater Philadelphia Movement, and the City of Philadelphia. We remain committed to our mission and will continue to make whatever changes are necessary to remain an effective force in the behavioral health field.

As a result, because of the ever-changing fiscal picture and to ensure the continued mission of its programs, DRC requested support from Gaudenzia, Inc. in 2003. Gaudenzia Inc. reviewed all aspects of DRC and engaged in a management agreement. Gaudenzia DRC, Inc., a new corporation, was established in January of 2005.

In March of 2008, the agency met and accomplished one of its most challenging obstacles in recent years. After over 45 years of service to the community, in the Society Hill section of Philadelphia, Gaudenzia DRC, Inc. relocated to the Abbottsford section of the city.

Gaudenzia DRC, Inc., at 3200 Henry Avenue, Philadelphia, PA 19129, provides our clients with evidenced bases treatment curriculum and a daily regimen of clinical activities needed to have a successful recovery and reintegration into the community. Since our arrival at this location, staff and clients alike strive to make this facility an environment that promotes Gaudenzia's Treatment Model of Recovery.

Gaudenzia DRC, Inc., offers an individualized variable length of stay to meet our client/reentrant needs. Our Mental Health Partial Hospitalization Program provides a minimum of ten (10) hours a week of intensive client services. The Inpatient Program accepts Forensic Intensive Recovery (FIR) clients from the city of Philadelphia Prison System. We have also been working closely with the Department of Correction's State Intermediate Punishment Program. The Inpatient Program provides 25 hours of clinical services and 15 hours of support services. Our Outpatient Program services the surrounding community for those individuals.

In 2018, approximately 4,491 drug-related **overdose deaths** were reported by Pennsylvania coroners and medical examiners—an 18 percent decrease from 2017. In 2018, 12 people in Pennsylvania died of a drug-related **overdose** each day. The drug-related **overdose death** rate in Pennsylvania was 35 per 100,000 people in 2018. According to the Philadelphia Department of Public Health, more than 1,217 unintended overdose deaths occurred in Philadelphia during 2017, which is a 34% increase from the 907 in 2016. Gaudenzia DRC, Inc. has embarked on a rigorous program to train staff in the use of Naloxone, and Narcan, and has expanded our Medically Assisted Treatment program, which uses the opioid agonist Vivitrol as well as oral naltrexone to reduce the craving to use, in conjunction with Intensive Outpatient Programming. DRC is also expanding our Medication-Assisted Treatment (MAT) Services to include Buprenorphine as an additional option to help combat the opioid crisis.

Gaudenzia DRC, Inc. offers treatment and rehabilitation services in six (6) programs:

1. Inpatient Drug and Alcohol Treatment/Recovery,
2. Mental Health (Partial Hospitalization),

3. Community Corrections Facility (CCF) Mental Health (MH)
4. Community Corrections Facility (CCF)
5. Intensive Outpatient Programming
6. Outpatient Services

Gaudenzia DRC, Inc. has also partnered with the Pennsylvania Department of Corrections to provide the following offender non-residential re-entry programs. Many of these services have been scaled back by the Department of Corrections due to ongoing fiscal constraints.

1. Day Reporting Center
2. Housing Assistance Program
3. Drug and Alcohol Outpatient Services
4. SIP (State Intermediate Punishment)
5. SDTP (State Drug Treatment Program)
6. Workforce Development
7. Mentoring
8. Cognitive-Behavioral
9. Family Reunification
10. Traumatic Brain Injury
11. Medically Assisted Treatment
12. Effective Practice In Community Supervision

Gaudenzia DRC, Inc. Inc.'s programs are monitored by the City's Office of Mental Health, Office of Addiction Services (OAS), Community Behavioral Health (CBH) and licensed by the Pennsylvania Department of Health and the Pennsylvania Department of Welfare, the Office of Mental Health (OMH), the PA Board of Probation and Parole, the PA Department of Corrections and is accredited by the American Corrections Association. A qualified staff of 130 employees, both full and part-time, is involved in direct service, case management, support, and administration.

### **CLIENT RULES AND RESPONSIBILITIES**

The following client rules and responsibilities have been cooperatively developed in accordance with the agency policy, regulatory and licensing mandates, and the policies of the PA Department of Corrections and Pennsylvania Board of Probation & Parole. Any changes to these rules or other agency policy will be issued by the managerial staff of the Gaudenzia DRC, Inc., and you will be required to adhere to those changes when issued by this agency.

1. You are responsible for following the Offender Disciplinary and Restricted Housing Procedures, (DC-ADM 801), and the sanctions therein, while residing in this facility. You are also responsible to follow all rules and responsibilities as outlined in the client handbook, including those outlined in this document.
  - a) On occasion, you may be issued notice by the agency of revisions or changes to policies and/or client rules. These changes will be issued to you in the form of a memorandum from the agency staff. You are required to place any such notices in your client handbook under the section labeled, "Addenda to Handbook." You will be required to abide by the changes issued in this manner in the same way you are required to abide by the contents of the rules.
2. You are encouraged to ask questions of staff on any matter for which you are uncertain

to avoid misunderstanding and/or possible disciplinary problems. You are responsible for checking bulletin boards daily for notices and assignments.

3. Drinking alcoholic beverages, use of non-prescribed psychoactive substances (drugs), and/or misuse of prescribed medication of prescribed medications is prohibited and will be immediately reported to the Department of Corrections and/or Parole. Urine samples for drug testing will be supervised and collected weekly, in addition to a random sampling of all residents. Breathalyzers will also be conducted randomly by Program/Operations staff. Refusal of urine screening and breathalyzer testing will be regarded the same as having a positive drug/alcohol test.

4. Physical violence of any kind will be reported immediately to the Department of Corrections and/or Parole, and will be grounds for immediate discharge. Threats of violence will not be tolerated. Threats of staff will result in social restriction with possible discharge. Threats to another client will result in a social restriction and will be subject to a misconduct hearing. Reports of physical violence will be written as an Extraordinary Occurrence Report and will be sent to the Department of Corrections.

5. Gambling is not permitted. Gifts and loans of any nature, (i.e., money, clothes, cigarettes, etc.) Are prohibited. The “giver or lender” and the “recipient” of any gift or loan will both be held equally accountable. Gambling includes the exchange of any goods and/or services as payment for anything that would serve as a gain for the giver or receiver.

**6. Smoking is prohibited in the facility. Program Directors that find a presence of smoking in the facility shall sanction the resident and an Extraordinary Occurrence report may result as well as notification to the Department of Corrections. (Please refer to the Senate Bill 246 of 2007 Clean Indoor Air Act)**

7. Air conditioners, televisions, and all other electronic devices are not to be left on after the resident has left the room. Opening of windows in the facility is also prohibited.

8. No food is allowed on the residential floors, unless it has been approved by the Medical Department/Director or Designee. Food found by staff during their daily inspections will be thrown out. Residents that have special dietary concerns should notify Medical, and the Program Director upon admission.

a) You will be held accountable for any food items that may contain ingredients that may result in a positive urine results. All Community Corrections clients, including parolees, may not ingest poppy seeds in any manner. Claims of poppy seed consumption will not be accepted as a reason for positive urine results.

b) You must also refrain from the use of other substances which may produce a positive drug/alcohol reading, (for example, ginseng, and alcohol containing products such as certain mouthwashes and cough syrups). Use of these products will not be accepted as a reason or an excuse for positive urine results.

9. All packages will be inspected at the front desk by staff. When you enter the building, you are required to check your items with the front desk staff for proper initialing to indicate that your items have been checked. Failure to check your packages in this manner may result in confiscation of the items as they will be regarded as contraband, and disciplinary action will follow.

10. Meal times are posted on the Gaudenzia DRC, Inc. Facility Schedule.

a. You are required to eat meals with your assigned program in accordance with the Gaudenzia DRC, Inc. Facility Schedule.

11. All residents are responsible for keeping their rooms neat and clean, and also responsible for your own personal cleanliness. This includes no clothes on floor, beds or hung from pipes; no bags on floor; beds to be made by 8:30 AM. Residents possessing unnecessary clothing or large amounts of personal property will need to arrange for a family or significant other to pick these items up within seven days of admission.

12. Residents may decorate their bedrooms; however, such may not occur in a manner which would result in damage to the walls, floors, ceilings or furniture provided by the Gaudenzia DRC, Inc. Personal decoration may not be made in a “permanent” manner which would require restoration by maintenance, such as painting, plastering, etc. Clients may not hang personal decorations on the walls, doors or other furniture with tape, glue, nails or tacks. Each client shall have the use of a personal bulletin board next to the bed on which to hang personal decorations. Photographs, posters or other decorations may not be pornographic in nature, nor may they be ethnically, politically or morally offensive to others. Any resident who is offended by the personal decorations or possessions of another resident may establish an appointment to meet with the Program Director regarding this concern. The Program Director shall have the ultimate responsibility of investigating the complaint and rendering a decision as to the appropriateness of the decoration or lack thereof. The Program Director’s decision may be appealed to the Program Director via the established grievance procedure.

13. Personal Belongings must be kept to a minimum. One week’s clothing with proper provisions for undergarments should be a guideline (see attached addendum). Three pairs of shoes should be appropriate. Excessive personal belongings will not be tolerated and will need to be stored off Gaudenzia DRC, Inc.’s property. As a client you are entitled to the following: two drawers in a bureau and one locker. Any belongings that do not fit in the above referenced areas will need to be sent out within seven days of admission.

14. In consideration of others, noise should be kept to a minimum. Phones and tablets have been approved by Department of Corrections, head phones must be used at night. (Inpatient reentrants are not allowed to have phones while in treatment). Residential Aides will conduct hourly walk-through to ensure these regulations and safety regulations are complied with.

15. Clean linens will be issued upon your arrival. You are responsible for doing your own personal laundry during designated “free time.” Hours of operation for the laundry room are posted on the laundry room door.

16. Proper attire should be worn at all times. No flip flops to be worn other than showering. No short, short, (Daisy Dook), Camisole/Spaghetti Strap Tops and or White Tee Shirts with no sleeves. Sunglasses may not be worn in the building at any time. Hats, scarfs, head bonnets or head rags may not be worn in the building, as well. Slippers and pajama pants may not be worn off the unit to group, leaving the facility, meals and or going to medical for any reason. Religious coverings are exempt and may be worn, but first require authorization by the Program Director.

17. It may be necessary for residents to perform daily chores assigned to them. They are mandatory, not optional. Your work assignments will be posted outside of the RA office.

18. You must sign in and out of the residential unit in the presence of program staff every time you leave and return to unit, whether you are leaving the building or going to another floor for treatment. Each time you sign in or out, program staff will countersign your entry as verification.

Leaving the building or the unit must not interfere with scheduled program activities including lectures, groups, unit meetings, counseling, AA/NA meetings, etc. At no time may you sign out or leave the unit after curfew. You will be required to sign two logs when leaving the unit: Your personal log sheet and the unit log sheet which is used in the event of a building evacuation. You must specify your name, date, departure time (including “**AM**” or “**PM**”), destination (see “b” below), and expected time of return (including “**AM**” or “**PM**”).

- a. You may only sign out for one destination at a time. You must return to the unit, sign in, and sign back out for your next destination.
- b. When signing out, you must include your exact destination including the name of the location, address and telephone number. If your destination does not have an address and telephone number, (i.e., going to the store, going for a walk), the duration of your absence will be strictly limited, (see “c” below).
- c. The duration of your absences from the facility will be limited as outlined through the phase system.
- d. Upon entering the facility the Universal Set of Rules will be reviewed with reentrant and will require your initial on each line.

## **Community Corrections – Universal Set of Rules**

Our goal is to provide individuals with a safe opportunity to successfully re-enter the community while assigned to a DOC operated/contracted facility. Basic security measures are enforced for the protection and safety of all who enter the center and live in our community. Resident will initial each rule and sign at the bottom for acknowledgement.

1. I will not possess or use any type of weapon.\_\_\_\_\_
2. I will not engage in physically assaultive/destructive behavior.\_\_\_\_\_
3. I will not threaten an employee or other person with bodily harm.\_\_\_\_\_
- 4. I will not engage in any behavior that threatens the safety and security of the center.\_\_\_\_\_**
5. I will not sexually harass or sexually assault/abuse another person.\_\_\_\_\_
6. I will comply with the search of my person, vehicle and/or property.\_\_\_\_\_
7. I will not interfere with drug interdiction efforts (Urinalysis, Breathalyzer, K9, etc.).\_\_\_\_\_
8. I will not possess alcohol, illegal drugs, unauthorized drugs or drug paraphernalia.\_\_\_\_\_
9. I will not engage in any sexual acts with others or sodomy inside the center.\_\_\_\_\_
10. I will not leave the center without authorization (LWA) or fail to return (FTR) from authorized absence.\_\_\_\_\_
11. I will comply with all sections of the PA Crimes Code.\_\_\_\_\_
12. I will not use alcohol, illegal drugs or unauthorized drugs.\_\_\_\_\_
13. I will comply with all treatment plans as assigned.\_\_\_\_\_
14. I will comply with all board/field conditions and/or sanctions imposed by the PA Board of Probation and Parole.\_\_\_\_\_
15. I will comply with interventions and/or sanctions imposed by the PA Department of Corrections CCC/CCF.\_\_\_\_\_
16. I will comply with all center-related security procedures (count, fire drills, etc.).\_\_\_\_\_
17. I will not use abusive, obscene or inappropriate language directed to or about another person.\_\_\_\_\_
18. I will follow facility rules and direction (verbal or written) given by staff.\_\_\_\_\_
19. I will not go to unauthorized locations and I will return to the center when expected or directed.\_\_\_\_\_
20. I will not violate the Clean Indoor Air Act (I won't smoke inside the center).\_\_\_\_\_
21. I will complete tasks assigned to me (housekeeping, community service, job search, etc.)\_\_\_\_\_
22. I will not possess contraband or any other item not approved by the PA DOC inside the center.\_\_\_\_\_
23. I will notify the center of any change in my employment status or schedule.\_\_\_\_\_
24. I will provide all paychecks to the center for verification of work and for rent and center deductions.\_\_\_\_\_

**COMMUNITY CORRECTIONS FACILITY CLIENTS:  
ALL REENTRANTS MUST ATTEND ALL PROGRAMMING**

## **YOU MUST MEET THE FOLLOWING CRITERIA TO BE ELIGIBLE FOR SOCIAL PASS:**

- Are employed *full-time* (you cannot be employed in a temporary job service)
- Are employed *part-time* and enrolled in school.
- Are a *full-time* student;
- Are actively enrolled in a *full-time* training program;
- Are performing *full-time* **10** hours per month community service;
- Are enrolled in a treatment program, if required
- Are compliant with program requirements
- Are compliant with fiscal policy (court costs and fines, rent, savings, etc.)

### **PARTIAL HOSPITALIZATION PARTICIPANTS - ONLY**

#### **METHODOLOGY**

**Gaudenzia DRC, Inc.'s Partial Hospitalization (PH) Program utilizes individual and group counseling as its primary treatment methods, including family, peer counseling and recreational activities. The program length is determined by your participation and compliance.**

#### **Completion Requirements:**

**Treatment completion is a long-term goal that is earned by the resident. Completion of treatment derives a source of accomplishment for the resident and counselor and serves as a vehicle for the enhancement of positive self-worth. The resident will be reviewed by PRT (Progress Review Team), these meetings are held twice a month. Participants will be interviewed by the team, which consist of Program Director, BCC Social Worker, CFC, Clinical Director, Medical Staff (Nurse and or Psychiatrist). These review will determine and additional review in thirty days or recommendation that participant has met the requirements of the program and can be transferred to the next level of care.**

- **Compliant with medication.**
- **Resident must have a stable living arrangement**
- **All financial obligations must be met or arranged prior to release**
- **Resident must attend all groups and program compliance.**
- **Resident must be enrolled in an Outpatient Facility (scheduled appointments for individual counseling) and attend aftercare groups as required.**
- **Resident must be drug and alcohol free**
- **Attainment of goals and objectives as listed on treatment plans**
- **Development of an Aftercare Plan**

#### **Termination/Discharge:**

Termination/discharge is an extremely serious measure and will be utilized as a therapeutic tool with the utmost care. To that end, the significant others have been involved since they will be asked to participate with the clinical staff in an intervention. This will serve the following purpose(s): The following are the violations and reasons leading to termination/discharge from the program:

- Possession/Use of Weapon
- Physically Assaultive/Destructive Behavior
- Threatening an Employee or Other Person with Bodily Harm
- Other Identifiable Threat
- Sexual Harassment or Sexual Assault/Abuse
- Failure to Comply with a Search

- Interfering with Drug Interdiction Efforts
- To reacquaint the resident in his/her treatment
- To make recommendations for aftercare

Treatment will also be terminated if an individual leaves the program against the facility advice. Gaudenzia DRC, Inc., Inc. will voluntarily terminate a resident's treatment for flagrantly disobeying the program rules.

#### Planned Termination

When a termination is planned because of a participant's failure to comply with his/her service agreement, he/she will be notified in writing of a termination of residency. This written notice will include:

- An exit date
- The reason for termination.
- Resident's right to appeal.

#### Unplanned Termination

Members requiring immediate removal will be advised in writing of the reason for their termination and their right to appeal. This notice will be mailed to them if it is not possible to give it to them before departing. Members who leave the program against medical advice (AMA) will also be notified in writing of their termination from the program and their right to appeal. If the planned termination is a result of the resident not living up to the terms of the service agreement, Gaudenzia DRC, Inc., Inc. must notify the resident in writing of the decision. They must give an exit date, the reason for the termination and indicate any recourse the resident has under the resident's grievance.

We use the following tools:

- **SEMINARS**

These are scheduled sessions, usually an hour long for all programs with the exception of Inpatient Program, the sessions are two hours long. The sessions focus on education, teach new ideas and concepts and gives the individual participant information on a wide variety of topics.

- **MORNING MEETING.**

The Morning Meeting is our "kick-off" for the day ahead of us. It is designed to motivate everyone involved and sets the tone for the program/house. It has a structure and format, contains thoughtful focus and reflects the issue(s) before the house which affect the family. This is a non-threatening environment where social skills are developed, direction is learned and a positive recognition is fully given to the family members.

- **THERAPY GROUP**

This group is held regularly with the same people together over a long period of time. Usually, this group is made up of one counselor's caseload. Therapy Group is a safe place and is treated as a very special time. It is not used for confrontation or expression of anger. It is, however, a place where anything can be shared without fear of reprisal. Confidentiality is an absolute must and Therapy Group members come to trust the group and each other.

- **ANGER MANAGEMENT GROUP**

The group allows individuals to learn how to manage their anger and behavior. They work to develop innovative ways to strengthen their skills for self-control over the

thoughts and actions. It allows a person the opportunity to look at the triggers and adjust how they would react to the impulse of their actions in a more positive manner.

- **COMMUNITY MEETING**

This is an occurrence and is called together by the Program Director. Usually, the issue at hand is a violation of a cardinal rule, extremely negative behavior or other serious breach of conduct (fights, threats of violence, drug/alcohol use, and unauthorized absence). It is also used to bring information and concerns to the community, not only from staff but to have individuals voice the issues and concerns to staff. These meetings are held at least once a week in all programs.

- **LEARNING OPPORTUNITIES**

LOs are carefully designed tasks created by staff to assist the member in changing inappropriate behavior. These assignments are not punishment, but are given care and planning. An LO must relate specifically to the behavior and desired change. LO's are generally utilized in Inpatient Program, however they also can be utilized in Center Interventions.

- **PULL-UP**

The Inpatient Program uses Pull Ups, the purpose of a "pull-up" of any kind is to raise the level of awareness of a member. It can be as simple as a reminder to return a chair to the table, or as stern as a lengthy address with the resident standing and listening to the message. Pull Ups are utilized during the closing meeting that is held daily in Inpatient Program.

- **EDUCATION**

Gaudenzia DRC, Inc., Inc. is a strong supporter of education and believes that before a new behavior can be learned, a person must be educated. Also, Gaudenzia DRC, Inc., Inc. will assist its members in setting goals to obtain their obtaining a GED in their aftercare plan if they do not already have a high school diploma or equivalent.

- **HOUSE DEPARTMENTS**

In order to keep the house functioning departments (or divisions) are established and jobs within the "departments" are assigned. The majority of the departments are in Inpatient Program and can be utilized in other programs as well. These departments are:

- a. Service Crew – consists of laundry, and maintenance crews;
- b. Kitchen; Providing updates on daily menu
- c. Expediter; Advising individuals of the scheduled groups
- d. Orientation; Work with new arrivals on rules and regulations along with new reentrant orientation
- e. Business; Distributes the form and paperwork used in the various program, pass request, homeplan forms to name a few.
- f. Senior Coordinator; Is the liaison between staff and individuals in the program. He/She will bring immediate concerns to staff so the issue can be addressed
- g. Behavioral Coordinator; Works with upper structure to address any negative behavior and attempts to deescalate the negative behavior that is affecting the community and potentially cause a negative situation
- h. Assistant Senior Coordinator; Assists the Senior Coordinator and fills in when the Senior Coordinator is not available.
- i. Maintenance; makes note of anything that needs to be fixed, broken, ie, air conditioner, toilet not working
- j. Housekeeping; Is responsible for developing a crew of individuals that will keep the unit clean.

- **CHAIN OF COMMAND**

There is a definite organization in the Gaudenzia Community. Each member is taught the organization structure and is asked to address concerns to the next immediate supervisor.

- **DROPPING SLIP**

A “slip” represents a request for the attendance of another person in Slip (Encounter) Group to deal with a specific concern. Encounter Group is conducted while individuals are in Inpatient Program.

- **RELAPSE PREVENTION**

Gaudenzia DRC, Inc. clients with substance abuse issues, together with staff, will design a plan which specifically addresses the issue of relapse. The plan will be updated during the length of their treatment and will be used as a guide and support to avoid a return to drug use and/or old behavior.

1. There are addiction education meetings, AA/NA meetings, and individual and group therapy scheduled regularly. All clients are responsible for knowing their program/treatment schedule as provided by your Counselor. All residents must attend program activities listed in their treatment schedule, unless excused by the Counselor and Program Director or designee. When you attend program services, you must sign in. There will be a restriction with weekly reviews for missing a treatment session.
2. Under no circumstances are residents to be in each other's rooms. Any fraternization between clients may result in immediate discharge of all involved. This includes, but is not limited to, any sexual contact, kissing, and hugging and/or extended conversation. Fraternization between clients is also prohibited when you are away from the facility.
3. Radios in bedrooms are a privilege which could be taken away by the Program Director if abused or misused. Radios must be off between 11:00 PM and 6:00 AM. Loud radios are not permitted at any time, nor may they be left on when you are not in your bedroom. All Lounge televisions are to be turned off during treatment hours, Monday through Friday from 8:00 AM to 4:00 PM. Use of the television or DVD Player may not include pornographic and/or violent videos or programs. Pornographic and violent video tapes will be confiscated by staff and the owner placed on restriction. Personal televisions and DVD Players are not permitted in resident rooms.
4. Offices and Residential Aide's stations are for treatment and program services only, and are not areas for social gatherings. Mail for residents will be distributed as soon as it is received by the residence office.
5. It is your responsibility to cooperate in carrying out the program and to make reasonable efforts to attain your objectives and goals. You are expected to keep all appointments made for you by your Counselor. These include those made with your Counselor for Medical Services, DPA, etc. If for any reason you cannot keep an appointment, you must notify your Counselor immediately.
6. Group and Individual therapy is mandatory. Excused absences may only be granted by the Counselor, Clinical Supervisor or Program Director. A missed treatment session which has not been excused by the Counselor and Program Director prior to the session will result in a restriction with reviews. It is important that you not to be late. No food or beverages may be taken into any group, nor will smoking be permitted in group sessions. Once any treatment

session or service has started, you are not to leave before it has ended.

7. For your personal protection and security of personal effects, we will check all your personal possessions at the time of your admission. When admitted, you will be required to provide the names and telephone numbers of two individuals who shall be authorized to receive your personal belongings in the event that you are removed from the program or unable to personally claim those items. You will be asked to sign a form authorizing these designated individuals to retrieve your personal belongings within seven days of notice, in the event that you are unable to remove your belongings personally. All personal belongings placed in temporary storage shall be itemized by a staff member and witnessed by another staff member. Following your discharge, program staff shall contact the person(s) you have indicated to pick-up your possessions. Your contact person will then have seven (7) days to retrieve your possessions. Possessions left at the facility longer than seven days from the date contact is made with your designated individual will result in disposal of your possessions. The pick-up of your possessions by the designated individual will be permitted Mondays through Fridays from 8:30 AM to 3:30 PM. Individuals designated to pick-up your possessions will be required to provide photo identification in order to receive your possessions, and they will be required to sign a release form indicating receipt of your possessions. Gaudenzia DRC, Inc., Inc. is not responsible for personal property brought into the facility. Any damage, theft, loss or otherwise destroyed property is your responsibility.

Gaudenzia DRC, Inc., Inc. reserves the right to conduct searches of clients' belongings and personal effects, as well as all areas of the facility, whenever contraband is suspected. Searches will be conducted by two staff members, one of them being the Program Director, Supervisor(s) or designee. If your belongings are being searched and you can be located, you will be present at the search. If you are not present, (e.g., out of the building), another client will be asked to be present during the search. Thus, two staff members and one client will be present during any search. If contraband is found, it will be confiscated by staff and secured. An incident report will be filed, along with a Confiscated Items Report.

Possession of a firearm or weapon of any kind is considered a threat to staff and clients of the Gaudenzia DRC, Inc. and is strictly prohibited. Firearms or weapons found in the possession of any resident will result in immediate confiscation; reporting the possession to the funding or referral sources; your possible discharge from treatment; and possible criminal prosecution.

All medications and instructions for use, whether prescribed by a physician or over-the-counter, must be turned over to program staff upon admission. If, at any time, you receive or consume a medication during any medical or dental appointment, or if you consume any over-the-counter medication while outside the facility, you must immediately report such to the program staff. If, at any time, you receive a prescribed medication or purchase over-the-counter medication while residing in this facility, you must immediately turnover said medication to program staff upon return to the facility. All medication will be kept in a locked storage area.

You are responsible for taking all medications as prescribed. You are to report to the staff office at designated times (as posted on the unit) and the residential aide will remove your medication tray from the locked storage area. In the presence of the Aide, you are responsible for removing the proper medication and dosage, and for consuming your medication as prescribed.

In those instances in which it may be necessary that you are prescribed a medication that must be in your possession at all times, such as nitroglycerin for heart problems or an inhaler for asthma, you

will be allowed to keep such medication in your possession. However, you must immediately report such a medication to program staff who will document the medication on your medication record. At no time are residents to share or dispense their personal medications to another resident.

In those instances when it is necessary for you to take a prescribed medication during an approved absence from the facility, you are to report to the staff office. Program staff will allow you to remove the proper medication and amount needed to sustain you during your absence, and they will note your medication records.

Refusals to take prescribed medications will be reported to your Counselor and the Program Director. A meeting will be arranged with you and your Counselor to discuss your refusal. If you continue to refuse a prescribed medication, your Counselor will schedule an appointment for you with the prescribing physician. You will be required to return with a medical verification from the physician as to whether or not the medication is to be discontinued. Refusal to take prescribed medication and/or misuse of medication will result in a multidisciplinary team review on the first offense (Case Consults), Behavioral Agreement on the second offense and possible discharge on the third offense.

Refusal to take life-sustaining or psychotropic medication may also result in an Incident Report and notification to the funding or referral source. See above for progressive disciplinary action.

Failure to return to this facility by the designated sign-in time will result in a mandatory urinalysis and possible disciplinary action.

Lights out will occur at (11:00 PM) seven nights per week. You are required to be in your assigned room and bed following lights out, and may not be in the common areas, another resident's room, or on another floor of the facility. You may leave your room to speak with a staff member on duty on your floor, if needed, or to use the bathroom.

Gaudenzia DRC, Inc., Inc. has been in this area for a very long time. Be courteous to our neighbors and when out on trips or chore assignments. Remember that your behavior must be appropriate at all times.

## **INPATIENT PROGRAM**

Gaudenzia DRC, Inc. Inc. provides Inpatient services that address the needs of chemically dependent adults and provides specialized programs to meet the various needs of the community. Strong emphasis is placed on responsibility, stability, improved life skills and development of a comprehensive support system through a therapeutic community (TC) model and Evidence Based Model and AA/NA. The counseling staff works closely with other community agencies to provide a comprehensive network of services for the client.

Gaudenzia DRC, Inc. Inc. provides aftercare and continuing care services for those individuals who have completed an inpatient rehabilitation program. Once the individual returns to the community, intensive outpatient programming becomes an integral part of the continuing plan. The adult program serves individuals aged 18 and over. This drug-free program for adults experiencing problems with substance abuse includes individual and group counseling sessions held weekly. Individualized treatment plans are designed to meet individual client needs. Every effort is made to involve family members in the treatment process. The program provides drug/alcohol treatment services to those individuals on parole, probation or in half-way houses as well as CBH and BHSI.

## **ADMISSION CRITERIA**

Admission is open to anyone 18 years of age or older who abuses alcohol and/or drugs. An interview is required prior to an individual's acceptance into the program. If an individual is not admitted, he/she will be referred accordingly.

Services of Gaudenzia DRC, Inc., are available without regard to sex, race, national origin, sexual orientation or religious affiliation. All clients must be physically and mentally suitable to participate in the therapeutic phases of the program. Clients precluded from admission would be:

1. History of current psychosis or psychotic behavior
2. Medical issues requiring hospitalization
3. Certain sexual offenses

The professional staff of Gaudenzia DRC, Inc., may waive certain admission criteria if the demonstrated or perceived need of the client is such that by a refusal of admission, the client's health or safety would be jeopardized. A waiver of this nature must receive approval of the Program Director.

## **REFERRAL**

Part of the philosophy of individualized treatment requires that alternatives for an individual treatment plan be considered. If the decision is that the client would benefit from an alternative treatment or service, then the prior procedures should be used. If the client desires transfer without discussing it in the context of the treatment plan, the request shall be directed to the Program Director.

If a client is not appropriate for admission, he/she may be referred to another agency. This is documented on the intake interview form. If, upon completion of the allotted days, he/she is in need of additional services, this is discussed in a staff meeting and documented on a case consultation form. When a client completes treatment at Gaudenzia DRC, Inc., and is referred elsewhere for aftercare services, this is done by telephone and/or letter. The referral is also documented on the Aftercare Plan and Discontinuance of Services Summary which is sent to the referral.

Incoming referrals are made by the referring agency or individual contacting any of Gaudenzia DRC, Inc., staff either by telephone or letter. When contact is made, a time is set for an intake interview. Admission to Gaudenzia DRC, Inc., is based on the information received during the interview. The referral source is documented on the intake interview form. All referrals are made by the counselor, with the approval of the Clinical Supervisor.

**Gaudenzia DRC, Inc., Inc. will not refer to or contract with agencies or individuals who have been disbarred or suspended by regulatory bodies that license their professional activities. Electronic checks are conducted via the CQI Director or her designee with the State Board of Nursing, Medical Association, PA law review and PCB.**

Gaudenzia DRC, Inc. Inc. utilizes individual and group counseling as its primary treatment methods, including family, peer counseling and recreational activities.

## **Completion Requirements**

Treatment completion is a long-term goal that is earned by the client. Completion of treatment derives a source of accomplishment for the client and counselor and serves as a vehicle for the enhancement of positive self-worth. The intensive treatment phase will be successfully completed when the following criteria are fully satisfied.

- Client must have a stable living arrangement
- Client must be attending NA, AA or 12 Step Meetings
- Client must be drug and alcohol free
- Attainment of goals and objectives as listed on treatment plans
- Development of a Continuum of Care Plan

### **Documentation of Services:**

Gaudenzia DRC, Inc. utilizes a team approach in the provision of comprehensive treatment services. Numerous different persons in various roles participate in the development, approval, deliverance, monitoring and evaluation of client services. Specific details related to the documentation of services and the use of chart forms are provided in the Client Records section of this manual. The procedures and steps applicable to these services are as follows:

1. **Initial Contact:** Initial contact occurs when a call or walk-in visit is received from a potential client or a referral source. The Clinical Supervisor of Intake shall offer a brief project overview including program philosophy, methodology, services, and expectations to determine if the program will meet the client's needs. For those interested persons, staff shall complete the intake and if appropriate, arrange for transportation of the client as soon as possible.
2. **Intake:** The Intake Counselor performing the intake shall review the project policies, services provided, and notice of confidentiality, client rights and admission and discharge criteria. The intake person shall then obtain the client's written consent to treatment and releases of information to be sent to professional parties who may assist the therapist with the client's treatment. A release should also be obtained for the referral source. Releases for probation or parole officers will be required. The interviewer will assure the client of the confidentiality of his treatment. Staff shall record data obtained from the client on the Phase One history forms including the Drug and Alcohol History, Medical History, Psychiatric History and Financial History. Staff will also review the ASAM (American Society of Addiction Medicine) and Addiction Severity Index (ASI) with the client and check off the criteria that the client meets.
3. **Record of Services:** All services rendered to a client shall be documented utilizing Avatar, which is maintained in the client record, while attending outpatient treatment. The client's attendance status and the duration of the service shall be noted as soon as the disposition is known.
4. **Preliminary Treatment Plan:** Upon completion of the intake, the Intake Counselor shall promptly complete a program specific preliminary or initial treatment plan. The plan shall reflect the client's initial problems and the action steps to be implemented by the client and the counselor until the completion of the individualized treatment plan. The discharge criteria are discussed and applied to the goals. The initial treatment plan shall be submitted to the Clinical Supervisor and the Director for approval when appropriate.
5. **Chart Review:** The information and paperwork compiled during the intake, with other forms in the initial chart packet, shall be properly assembled by clerical staff in a chart labeled with the client's name. The interviewer shall complete the intake assessment and the preliminary treatment plan and review the chart to ensure completeness before forwarding it to the Clinical Supervisor within one working day of the intake for their review, approval and appropriate signatures.
6. **Physical Examination:** Each client needing a physical examination and/or PPD (as per policy) shall be scheduled for the PE/PPD.

7. AIDS Testing and Counseling: At the request of the client, the Medical Director or staff having completed department approved training may provide prevention counseling, arrange for confidential HIV testing through a hospital and deliver post-test counseling. Results of testing shall be managed confidentially.
8. Biopsychosocial Data Collection – Histories: The client will meet with the Inpatient counseling staff to schedule regular individual counseling sessions once weekly. During the first therapy session, the Primary Counselor (assigned by the Clinical Supervisor) will focus on establishing rapport with the client while discussing the D&A and Med/Psych histories and the data collected during the intake. As time permits, the Counselor shall also begin gathering data to complete the Psychosocial History. Information recorded should be specific with accurate examples. Clients should not be permitted to avoid or not answer questions and should be prompted to expound with detail. The Counselor is expected to fully complete the family history, legal history, employment/vocational history, educational history, sexual history, abuse history, recreational/leisure time history, military history and treatment receptivity within three individual counseling sessions.
9. Psychosocial Assessment: Upon completion of the Psychosocial History, the Counselor will write a psychosocial assessment prior to the next scheduled individual counseling session. The assignment shall include a client description, the referral source, presenting and underlying problems, treatment issues, client coping mechanisms, factors contributing to addiction, client strengths and weaknesses, client motivation, support system, client response during the intake, receptivity to treatment and client attitude, ability to participate in treatment, client motivation, support systems, treatment recommendations, diagnosis and prognosis. The assessment shall be completed within seven (7) days and submitted to the Clinical Supervisor for review.
10. Treatment Plan: Based on the psychosocial assessment, the Counselor shall formulate an individualized treatment plan citing a diagnosis, specific problems, goals, action steps to achieve the goals and target dates. The goals shall reflect the discharge criteria. A "Problem" is defined as a concrete issue or need which requires attention during treatment. A "goal" shall be a statement written in measurable observable terms, describing a specific aim or outcome of therapy and may be short-term or long-term. A "plan" shall consist of action steps and procedures performed by the counselor and client in order to achieve the goals identified.

It shall be explained to the client that the treatment plan is designed to provide direction and reinforcement in the treatment process and to serve as a contract. The discharge goals will be reflected in the TP goals. The counselor shall identify at least three priority goals, which will be the focus of treatment for the initial 30 days of treatment. The individualized treatment plan shall be completed, approved and signed by the Counselor, Clinical Supervisor and Director and updates completed every 30 days thereafter.
11. Counseling Notes: The Counselor shall provide regular individual, family and group sessions as determined by the Counselor in consultation with the Clinical Supervisor and Medical Director and as noted on the individualized treatment plan. A progress note shall be written by the Counselor, Nurse or other staff person documenting significant client contact for therapy sessions, health education sessions and phone calls. Notes shall reflect objective data, an assessment of that data and strategic action responses to the assessment (DAP). Progress Notes provide a record of what happened to the client in treatment and indicate progression or regression. Notes shall be completed the same day as the contact with the client and shall be legible.
12. Drug Screening: Random urine drug screening may be conducted upon admission and throughout the treatment episode on each client as deemed necessary by the Counselor and members of the treatment team. Urine samples may be obtained by but limited to the Counselor, Clinical Supervisor, Nurses and Medical Director. Results of toxicology shall be maintained in the medical chart and be discussed with the client. Positive toxicology shall be reported to the Clinical Supervisor and discussed during case consultation meetings.

13. Updated Treatment Plans: The Counselor shall complete a treatment plan review and update every 30 days after the date of the original individual treatment plan. This review shall include an assessment of the client's progress with the goals identified on the treatment plan along with a specific indication of how each goal has been impacted. Any goal or action step additions, revisions and deletions shall also be reflected. Goal and action step changes shall also be reflected on the treatment plan. The update shall be signed by the Counselor and submitted to the Clinical Supervisor for review and signature
14. Case Consults: Case Consults are performed every 30 days or at least once within the client's treatment episode. Case Consults are performed more frequently whenever a client has a special problem(s). The Counselor shall meet with the Clinical Supervisor on a regular scheduled basis, i.e., weekly or bi weekly, to discuss the overall progress or problems of each client. Other counseling staff, nursing personnel, the Medical Director and other relevant staff may also be involved when available. A proposed course of action will be developed for each issue presented. Documentation of the case consults shall be completed by the primary Counselor.
15. Aftercare Plans: Aftercare planning is initiated the first week of admission. During the last two sessions of treatment, the Counselor will assist the client to identify goals and action steps for continuing recovery growth post treatment. The client's plan for support group attendance and any further treatment referrals should also be noted. The plan should be copied for the client's use and the signed original maintained in the record.
16. Discharge Summary: After the client's treatment exit when no additional treatment services are anticipated, the Counselor shall complete the Discharge Summary within seven (7) days. The client's diagnosis, reason for treatment, services received by the client, the client's treatment goals, and assessment of the client's response to treatment and a prognosis for the future shall be included in the report. Upon completion of the summary, the Counselor shall forward it to the Clinical Supervisor for review. As with all forms, it will then be maintained in the client record. A discharge progress note will be written.
17. Client Follow Up: Within seven (7) days of the date of a referral appointment to another level of care made for a client leaving treatment, the referral shall be contacted by the Clinical Supervisor to determine if the client kept the initial appointment and if the referral was appropriate. In the case of a client ending treatment without a referral appointment, the client shall be contacted directly within 7 days to determine client well-being and to maintain the opportunity for re admission should circumstances warrant it as necessary and appropriate.

#### ADMINISTRATIVE/CLINICAL ON CALL POLICY

To insure program stability, an administrative, medical and/or clinical supervisor will be available for consultation via phone or pager 24 hours a day. On call responsibilities will be coordinated between the Program Director and department supervisors. The Program Director is also available by phone and may be contacted by a supervisor or other staff members as necessary. Emergency situations will be communicated by a supervisor or the Program Director to the Division Director.

The Gaudenzia DRC, Inc., program will provide treatment for adults referred for therapeutic care from other Gaudenzia DRC, Inc., programs as well as those referred from other appropriate referral services. They may be referrals from the legal system, relatives and friends as well as other agencies.

Gaudenzia DRC, Inc., has been in this area for a very long time. Be courteous to our neighbors and when entering or exiting the facility. Remember that your behavior must be appropriate at all times.

**ORIENTATION – INTRODUCTION: (Curriculum Participation & Employment Orientation)**

New residents are required to attend orientation on Thursday in addition to regular activities. The class will be held during count time in the afternoon by a designated staff. When not attending orientation classes new residents will participate in all other aspects of the program.

## **Develop Personal Budget Plans:**

Continue to be a role model within the community and give support.

Within the program, it is believed that residents must be reintegrated slowly and progressively while given the information they need to make the transition effectively. Residents are granted social passes after achieving full-time employment and according to their progress in the program and how they are doing in all aspects of their program participation.

### Note:

- ☞ Approved “Home Plans” may be used as a criteria for Pass privileges.
- ☞ Evening passes approved for weekdays will be for a maximum of two (6) hours.
- ☞ Residents on *Parole* are prohibited from having ‘overnight furloughs’ at this time.
- ☞ Evening “Pass” Curfew is 8:30 pm.
- ☞ \*Residents arriving *late* from Passes/Job Searches may be subject to losing their pass privileges. Lateness is defined as failure to arrive after the scheduled time of return.
- ☞ Residents requesting overnight furloughs must be a “role model” on the unit and participate in all program activities as scheduled.

There are education meetings, AA/NA meetings, and individual and group therapy scheduled regularly. All clients are responsible for knowing their program/treatment schedule as provided by your Counselor. All residents must attend program activities listed in their treatment schedule, unless excused by the Counselor, Supervisor and/or Director. When you attend program services, you must sign in. Those who miss treatment sessions without approval may be subject to loss of social privilege.

Under no circumstances are residents to be in each other’s rooms. Any fraternization between clients may result in immediate discharge of all involved. This includes, but is not limited to, any sexual contact, kissing, and hugging and/or extended conversation. Fraternization between clients is also prohibited when you are away from the facility.

Radios, phones and or tablets in bedrooms are a privilege which could be taken away by the Program Director if abused or misused. Radios must be off between 11:00 PM and 6:00 AM. Loud radios are not permitted at any time, nor may they be left on when you are not in your bedroom. Utilization of radios, televisions and all other electronic devices are based on program status/progress and are at the discretion of the Program Director and/or designee. All Lounge televisions are to be turned off during treatment hours, Monday through Friday from 8:00 AM to 4:00 PM. Use of the television or VCR may not include pornographic and/or violent videos or programs. Pornographic and violent video tapes will be confiscated by staff and the owner placed on restriction. Personal televisions and VCRs are not permitted in resident rooms.

Offices and Residential Aide’s stations are for treatment and program services only, and are not areas for social gatherings. Mail for residents will be distributed as soon as it is received by the Program Director and/or his/her designee.

It is your responsibility to cooperate in carrying out the program requirements and to make reasonable efforts to attain your objectives and goals. You are expected to keep all appointments made for you by your Counselor. This includes those made with your Counselor for Medical Services, DPA, etc. If for any reason you cannot keep an appointment, you must notify your Counselor immediately.

Group and Individual therapy is mandatory. Excused absences may only be granted by the Counselor and Program Director and/or designee. A missed treatment session which has not been excused by the Counselor

and Program Director prior to the session may be subject to loss of social privilege. It is important that you not be late. No food or beverages may be taken into any group, nor will smoking be permitted in group sessions. Once any treatment session or service has started, you are not to leave before it has ended.

For your personal protection and security of personal effects, we will check all your personal possessions at the time of your admission. When admitted, you will be required to provide the names and telephone numbers of two individuals who shall be authorized to receive your personal belongings in the event that you are removed from the program or unable to personally claim those items. You will be asked to sign a form authorizing these designated individuals to retrieve your personal belongings within seven days of notice, in the event that you are unable to remove your belongings personally. All personal belongings placed in temporary storage shall be itemized by a staff member and witnessed by another staff member. Following your discharge, program staff shall contact the person(s) you have indicated to pick-up your possessions. Your contact person will then have seven (7) days to retrieve your possessions. Possessions left at the facility longer than seven days from the date contact is made with your designated individual will result in disposal of your possessions. The pick-up of your possessions by the designated individual will be permitted Tuesday through Thursday from 8:00 AM to 4:00 PM. Individuals designated to pick-up your possessions will be required to provide photo identification in order to receive your possessions, and they will be required to sign a release form indicating receipt of your possessions. Gaudenzia DRC, Inc. will not store any property for residents that have absconded or escaped from the facility. Gaudenzia DRC, Inc. is not responsible for personal property brought into the facility. Any damage, theft, loss or otherwise destroyed property is your responsibility.

Gaudenzia DRC, Inc. reserves the right to conduct searches of clients' belongings and personal effects, as well as, all areas of the facility, whenever contraband is suspected. Searches will be conducted by two staff members. If your belongings are being searched and you can be located, you will be present at the search. If you are not present, (e.g., out of the building), another client will be asked to be present during the search. Thus, two staff members and one client will be present during any search. Gaudenzia DRC, Inc. staff is permitted to search your room without you or a representative being present, if safety of staff or residents is believed to be a risk. Residents will ensure that Gaudenzia DRC, Inc. supervisory staff has a copy of the combination or key to locks on storage areas (lockers, trunks etc.) in living quarters. Failure to turn in the number for your combination lock or a copy of your key will result in your lock being cut off in case of a search. Lockers should remain locked at all times; staff is not responsible for items left in unlocked lockers due to resident non-compliance.

If contraband is found, it will be confiscated by staff and secured. An incident report will be filed, along with a Confiscated Items Report. An Extraordinary Occurrence Report may also be completed in some cases. If drugs are found during a search, all three reports will be completed, and the DOC or Parole Department will be immediately notified.

Possession of a firearm or weapon of any kind is considered a threat to staff and clients of the Gaudenzia DRC, Inc. and is strictly prohibited. Firearms or weapons found in the possession of any resident will result in immediate confiscation; reporting the possession to the Department of Corrections; your possible return to the institution; and possible criminal prosecution. All weapons seized will be secured by program staff until recommendations are received from the Department of Corrections regarding their disposition. Any sharp and/or pointed instrument is considered a weapon, (i.e. fingernail files, any scissors whether cosmetic or otherwise, knives, letter openers, etc.). Depending upon the nature of the weapon and the manner of discovery by staff, you will minimally receive a 60 to 90 day restriction. Use of any weapon or threats made with a weapon will result in your return to the institution. Please see the attached Contraband list for examples.

All medications and instructions for use, whether prescribed by a physician or over-the-counter, must be turned over to program staff upon admission. If, at any time, you receive or consume a medication during

any medical or dental appointment, or if you consume any over-the-counter medication while outside the facility, you must immediately report such to the program staff. If, at any time, you receive a prescribed medication or purchase over-the-counter medication while residing in this facility, you must immediately turn over said medication to program staff upon return to the facility. All medication will be kept in a locked storage area.

You are responsible for taking all medications as prescribed. You are to report to the Medical Office at designated times (as posted on the unit) and the Medical Staff will remove your medication tray from the locked storage area. In the presence of the Medical Staff, you are responsible for removing the proper medication and dosage, and for consuming your medication as prescribed.

In those instances in which it may be necessary that you are prescribed a medication that must be in your possession at all times, such as nitroglycerin for heart problems or an inhaler for asthma, you will be allowed to keep such medication in your possession. However, you must immediately report such a medication to program staff who will document the medication on your medication record. At no time are residents to share or dispense their personal medications to another resident.

All Reentrants are responsible for obtaining their own medications through MedCare only during their residency at Gaudenzia DRC, Inc.

Refusals to take prescribed medications will be reported to your Counselor and the Program Director. A meeting will be arranged with you and your Counselor to discuss your refusal. If you continue to refuse a prescribed medication, your Counselor will schedule an appointment for you with the prescribing physician. You will be required to return with a medical verification from the physician as to whether or not the medication is to be discontinued. If the medication is to be continued and you still refuse to take that medication, such will be reported to the Department of Corrections. Refusal to take prescribed medication and/or misuse of medication will result in a conference with your assigned parole agent and parole supervisor and will result in discharge on the second offense.

Refusal to take life-sustaining or psychotropic medication may also result in an Incident Report and notification to the Board of Probation and Parole and the Department of Corrections and/or any other governing bodies.

Social time curfew is 8:30 PM Monday through Sunday if you are a Community Corrections facility client.

Note: Some employed Community Corrections facility clients may have a later curfew if the job dictates; however this will occur on a case-by-case basis and will require the approval of the Program Director.

Lights out will occur at 11:00 PM nightly. You are required to be in your assigned room and bed following lights out, and may not be in the common areas, another resident's room, or on another floor of the facility. You may leave your room to speak with a staff member on duty on your floor, if needed, or to use the bathroom.

At some point during your stay (appropriate level of care) and only with the approval of your Counselor and the Program Director, employment may be sought. Any acceptance of employment must have prior approval from your Counselor and the Program Director. Seeking employment differs among programs and depends ultimately on the individual's progress or participation in treatment.

Prior to beginning employment, all residents must provide the details of your potential employment to your Residential Coordinator and/or Designee. This includes the employer's name, address, telephone number, scheduled work hours, and the type of work you will be performing. *No resident may begin*

*employment without first providing this information to the Employment Coordinator in writing, and receiving the approval of your Counselor and the Program Director. You must also provide updated information concerning employment as requested by program staff. Employment information will be verified by a phone call or personal visit to the employment premises prior to employment approval.*

If employment is approved, you must arrange with your employer to agree to cooperate with program staff in our requests for information regarding your employment such as confirming your employment, work schedule, confirming your attendance, salary information, etc. Accountability calls will be made randomly by staff to your employer. If your employer refuses to cooperate with staff in their attempt to obtain the information listed above, job approval may be lost. You must show tax deductions from your pay via submission of a pay stub or an authentic document from your employer. All forms of payment must be submitted by no later than Friday night in accordance with the finance policy.

Once COVID19 is lifted, visitors will be permitted only after a two-week stabilization period, Inpatient visits are Sunday 1:00 – 3:00 pm, at the discretion of the Inpatient Director, all other programs visits are on Saturday afternoons between 1:00 PM and 3:00 PM. No visitors will be allowed in the building after 1:15 PM. All visitors will be required to attend the mandatory Orientation Presentation that begins at the initiation of visiting time.

When your visitors arrive at the facility, they must immediately report to the front desk on the third (3<sup>rd</sup>) floor. At no time may a visitor enter the building without checking in at the front desk. Upon their arrival, your visitors will be asked to state the nature of their visit, including the name of the resident being visited. They will be asked to sign a Visitor's Log and will have to show identification. Visitors will be required to surrender their cell phones and handbag/purses to staff at main reception. These items can be picked up by the visitors upon their exit from the facility. All visitors will be subject to search by metal detector and all other facility security procedures. Failure to clear the metal detector will mean that the visitor will not be able to stay in the facility.

Visitors will be permitted in designated areas only. Your visitors will be shown to the designated visiting area and you will be notified by staff that your visitors have arrived. At no time are visitors permitted on the residential units or in resident bedrooms.

Restrictions on visitors may occur for failure to meet your program responsibilities or for rules violations.

If any visitor presents any problems or is of questionable character or reputation, that visitor may be barred completely from all visitations at this facility. Those individuals may be informed verbally, if appropriate, or in writing by the Program Director. Residents may be held accountable for the conduct of their visitors. Visits can and will be terminated if either the visitor or the resident engages in behavior that is deemed questionable, overly affectionate or in any other way jeopardizes the safety and security of the facility. If a resident disagrees with the termination of that visit, that resident may submit a written appeal to that decision to the Program Director of his/her individual program.

Visiting between residents of Contract Facilities must be approved by the Directors of both facilities, in writing, prior to any visitation. Bureau of Community Corrections residents who wish to visit offenders in State Correctional Institutions must make such a request to the Program Director. Such approval may only be granted upon receipt of written approval from the Executive Director via the Regional Director and the Superintendent of the State Correctional Institution to be visited.

You are required to submit your entire income from any source, (i.e., wages, public assistance, pension, worker's compensation, unemployment compensation, etc.). Upon receipt of your income, you will be required to endorse the check to the Gaudenzia DR, Inc. and submit it to the designated staff member for deposit into the Resident Wage Account. If you are not paid via a company payroll check, you are still required to turn in your entire wages with a written statement from your employer regarding gross pay, net pay, and tax information. You will not be permitted to turn over partial wages at any time. You are not permitted to work "under the table" jobs!!! You are not permitted to be paid in cash or personal checks!!!! Designated staff will monitor your employment to ensure hours of work, legitimacy of employment, and actual wages earned, etc.

When you arrive at the facility and upon receipt of income, you shall turn in your money to the financial manager for deposit into the Resident Wage Account. Disbursements for an amount greater than your account balance are prohibited. Necessary expenditures shall be dispersed via checks for the following:

- ☞ Operating expenses: meals, travel expenses, necessary clothing, and incidentals.
- ☞ Support for your dependents, if any.
- ☞ Court costs, and other obligations reduced to judgment is equal to 10% of your weekly income.
- ☞ Other obligations acknowledged by the resident and approved by the Director or his/her designee.
- ☞ Home-planning preparation.

Withdrawals from your account may only be made with the approval of the Counselor and Program Director.

Financial transactions will be conducted during established banking hours as posted on the client bulletin board. You will be required to complete a check request form and submit it to the financial manager for all withdrawals from your balance. A separate check will be written to you for living expenses. In the case of child support or other obligations, the check will be written directly to the appropriate individual or agency. Upon discharge from the program, the balance of your account, minus any outstanding obligations, shall be returned to you.

**YOU WILL NOT BE PERMITTED TO OWN/USE:**

- (a) Any type of automated teller machine (ATM) access cards such as the MAC card;**
- (b) Credit card accounts such as VISA or MasterCard.**

There is to be no loitering (hanging-out) in front of the Gaudenzia DRC, Inc. building or anywhere on Henry Avenue or in the grassy areas of the facility. This includes the parking lot and rear of the building near the Outpatient Program Entrance. The facility maintains a courtyard for clients to utilize. Disciplinary action will result for any resident who makes obscene, sexually explicit or any other type of unwarranted comments to pedestrians passing by the facility.

At no time will you be issued duties or responsibilities of program staff, nor will you be assigned a position of authority over other residents. You will not be afforded special consideration or compensation for divulging information pertaining to the activities of other residents.

You may not acquire the ownership of a motor vehicle nor operate any motor vehicle while residing in this contract facility which is under the jurisdiction of the DOC. Prior written approval to own or operate a motor vehicle is required by the Contract Facility Coordinator of the Bureau of Community Corrections.

Prior to the operation of a motor vehicle, you must have a valid driver's license, appropriate insurance coverage for the vehicle, and a valid owner's registration card for the vehicle. Copies of these documents must be kept in your residential file as well as a description of the vehicle. You must also have prior written

permission from the owner in order to use a vehicle owned by another person. At no time are residents permitted to ride in another resident's vehicle due to the risk of liability.

The foregoing rules are illustrative only and do not constitute the only causes for which disciplinary action or discharge may occur. Unless otherwise indicated in the above rules, restrictions will occur for violation of these rules and responsibilities. You have the right to ask questions, voice opinions or present grievances at any time regarding these rules and responsibilities and/or action(s) taken as a result of their violation. The grievance procedure is as follows:

- a. Request an interview with your Counselor.
- b. If you are dissatisfied with the results of your interview with your Counselor, you have a right to appeal in writing to the Program/Clinical Supervisor who will respond to your grievance within five (5) business days of its receipt.
- c. If you are dissatisfied with the results of your interview with the Program/Clinical Supervisor, you have a right to appeal to your Program Director who will respond to your grievance within five (5) business days of its receipt.
- d. If dissatisfied with the outcome of your appeal to the Program Director, you may then appeal in writing to the Division Director within five (5) business days of the Program Director's decision. The Division Director will respond to your appeal within five (5) business days of its receipt.
- e. If you determine that the outcome of your appeals is unsatisfactory, you have the right to request a hearing. Such requests should be made in writing within five (5) business days of receiving the response of the Division Director. Your appeal should be made as follows, with a copy submitted to the Division Director.

If a SIP/SDTP, Parole client, your request for a hearing before the Grievance Officer, in accordance with section 4.29 of the Contract Facility Manual, should be directed to:

**Bureau of Community Corrections Region I Director  
261 Old York Road Suite 420  
Jenkintown, PA 19046**

If on parole, your request for a hearing should be directed to the Parole Supervisor in the office to which you have been assigned.

Note: If you are unable to document your grievances a result of disability or the inability to read or write, you may seek assistance in doing so from your Counselor, a Residential Aide, or other Gaudenzia DRC, Inc. staff member. However, the grievance must still be placed in writing and submitted in accordance to the time frames outlined in this document. Additionally, if another person has assisted you in the preparation of your written grievance, the person assisting you shall also sign and date the grievance, record his/her relationship to you, and document that he/she has assisted in documenting your grievance.

The Gaudenzia DRC, Inc. has been in this area for a very long time. Be courteous to our neighbors and when shopping in the stores around here. Remember that your behavior must be appropriate at all times.

THANK YOU.

# Prison Rape Elimination Act (PREA)

The **Prison Rape Elimination Act (PREA)** is a federal law that prohibits sexual misconduct in **correctional** settings such as prisons, jails, lockups, juvenile facilities, and Immigration Services / ICE detention facilities.

Upon entering Gaudenzia DRC, Inc., Inc. all new program participants will be given a copy of the handout ***Sexual Abuse Awareness; End The Silence....*** which details what Center Sexual Violence is, and will sign that it was received.

Within 72 hours of arrival all participants will meet with a qualified staff representative who will administer the Prison Rape Assessment Tool (PRAT). The participant will complete another PRAT with the representative at 30 days of their arrival.

Participants can report incidents of sexual harassment or abuse to any staff member and it will be referred to the PREA Compliance Manager, or can find reporting information on every floor of the facility in both English and Spanish.

Gaudenzia DRC, Inc. has a ZERO TOLERANCE Policy towards sexual harassment or assault.

## **GAUDENZIA DRC, INC.**

### **CLIENT RIGHTS FOR ALL PROGRAMS**

1. You have the right to receive considerate, respectful and humane care and treatment at all times.
2. You have the right to have input into planning, problem solving, and decision making related to your participation in the program.
3. You will be assigned a Counselor to provide treatment, counseling, and social services as prescribed by your treatment/prescriptive plan. You have the right to obtain information relative to your treatment plan. You have the right to find out about alternative forms of treatment. Such requests for this information should be made directly to your Counselor. You have the right to have a prescriptive program plan written within fourteen (14) days of admission. You have the right to change and update your prescriptive program plan in conjunction with your Counselor and Parole Agent and schedule and appointment to do so. You have the right to have a review of your prescriptive program plan every two weeks. You have the right to participate, minimally, in one (1) major counseling session a week.
4. You have the right to expect that your Counselor will assist you in obtaining social services and to refer to publicly funded legal services if needed.
5. You have the right to ask questions, voice opinions or present grievances relating to your treatment with your Counselor. If such can not be resolved informally with your Counselor, s/he will bring your concerns to the attention of the Program Director, who will set up an appointment to meet with you within five (5) business days.
6. You have the right to the following accommodations in regards to your room:
  - a. Some degree of privacy.
  - b. 25-square feet of unencumbered space per occupant
  - c. Access to toilets and a wash basin with hot and cold running water 24 hours a day
  - d. A bed, mattress, pillow, desk, chair or stool, and hooks or closet space
  - e. Temperatures that are appropriate to the summer and winter comfort zones
  - f. Access to writing and seating space
7. You have the right to store your personal belongings in your room in accordance with Gaudenzia DRC, Inc.'s policy on personal belongings. You may not have any contraband or excessive personal property. You shall be provided with a personal locker, a nightstand, hooks, three drawers in a bureau, and if possible closet space. Any belongings that do not fit in those areas shall not be permitted to be kept in the facility.
8. You are entitled to have accommodations for clean clothing. Currently there are eight washers and dryers available for your use.
9. You are entitled to ask you Counselor or Medical for special diets. Special diets may be required or prescribed for appropriate medical or dental reasons or for religious purposes. The medical department can submit special dietary requests for medical or dental purposes. You may ask your Counselor to send a memo to Medical for a special diet regarding religion compliance.
10. You are entitled to receive suitable, clean bedding and linen, including two sheets, pillow and pillowcase, one mattress, and sufficient blankets to provide comfort under existing temperature controls.

11. If you cannot afford personal hygiene items such as a comb, shampoo, soap, toothbrush and toothpaste, these items will be provided for you, based on sufficient documentation supporting that you are indigent.
12. You are entitled to ethical medical treatment.
13. If you are unsatisfied with your medical treatment, whether it is provided internally by Gaudenzia DRC, Inc. or through a private community resource, you have access to the grievance system to place complaints in accordance with Gaudenzia DRC, Inc.'s grievance procedure. All decisions concerning access to healthcare are made by the Medical Department of Gaudenzia DRC, Inc..
14. The program will not discriminate in the provision of services on the basis of age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, handicap, disability or religion administered for beneficiaries and participants.
15. You have the right to utilize the Grievance Procedure regarding any treatment decisions, disciplinary actions, or violations of your rights. All grievances must be in writing and given to the Director of your program within five (5) business days of the incident you are grieving. The Director will respond to your written grievance within five (5) business days of its receipt, at which point, a meeting will be scheduled with you, the Director, and other involved parties, (i.e., Counselor, etc.) During this meeting, you will have the opportunity to explain your grievance and discuss the actions taken. A decision regarding your grievance will then be rendered by the Program Director within five (5) business days of this meeting. You may further grieve the decision of the Program Director to the Division Director, by placing your grievance in writing and forwarding such to him within five (5) business days of receipt of the Program Director's decision. The Division Director will respond to your grievance and schedule a meeting with you. The Division Director will render a decision within five (5) business days of this meeting, at which point, you will receive notice of his decision.

**Note:**

*If you are unable to document your grievance, appeal or request as per the procedures outlined in this Client's Rights document as a result of disability or the inability to read or write or the inability to read or write English, you may seek assistance in doing so from your Counselor or Residential Aide, or you may seek the assistance of a friend, family member or other client. You have the right to choose the person who will assist in documenting your grievance, appeal or request. However, the grievance, appeal or request must still be placed in writing and submitted in accordance to the time frames outlined in this document. Additionally, if another person has assisted you in the preparation of your written grievance, appeal or request the person who assisted you shall also sign and date the document, record his/her relationship to you, and document that he/she has assisted you in documenting the grievance.*

16. Residential staff and/or Counselors shall ensure and facilitate access to counsel for their client's and assist clients in making confidential contact with attorneys and their authorized representatives. Such contact includes, but is not limited to: telephone communications, uncensored correspondence, and visits.
17. Gaudenzia DRC, Inc., will ensure that program access, work assignments, and administrative decisions are made without regard to resident's race, religion, national origin, sex, disability, or political views.
18. You are entitled to practice your religious faith in such you are entitled to participate in religious activities in accordance with the state, city, and/or federal laws. Residents who wish to participate in religious activities or practice their religious faith shall coordinate those efforts with their assigned Counselor. The Gaudenzia DRC, Inc., shall provide some opportunity for you to practice your religious faith, either by designating a private area to do so, permitting visitors to congregate with, and/or providing listings of religious congregations with the phone numbers and location(s).
19. You are entitled to have visitors in accordance with Gaudenzia DRC, Inc.'s policy, if you do not have any misconduct, or are on restriction. You are entitled to have special visits if a visitor is coming from long distances or a similar extenuating circumstance, once COVID19 is lifted. All special visits are to be approved first, by your assigned Counselor and the Program Director. If there is a threat to the operations of the facility due to a visitor or any misconduct is found performed in collaboration of a visitor in accordance with, Gaudenzia DRC, Inc. shall ask the visitor to vacate the premises.
20. Resident's shall have access to a telephone to initiate and receive personal phone calls. Resident's shall have access to the public telephone on each unit and in the lobby. Personal phone calls may be supervised, and if they are longer than the accepted time limit of twenty (20) minutes, they will be asked to continue their conversation at another time. Public phones may be used Monday through Sunday, 4:00PM to 11:00PM; however, during the times of regularly scheduled and mandatory workshops, meetings, groups, counseling sessions, etc. they are not to be used.
21. Residents shall be permitted uncensored correspondence, if it poses no threat to the safety and security of the facility, public officials, or the general public and is not being used in the furtherance of illegal activities.
22. If the resident absconds, escapes, or cannot be reached, the Program Supervisor or designee shall attempt to call the designated individuals responsible for accepting the resident's personal belongings. If the designated individuals do not respond to the attempted contact by Gaudenzia DRC, Inc., Inc. employees within seven (7) working days, the letters and packages shall be discarded.
23. All mail that is addressed to residents, incoming or outgoing, is subject to inspection. When mail is delivered, it is sorted, and if packages or letters appear suspicious in nature, as presented in its size, shape, smell, or addressed from an inappropriate person, the Director of Operations shall inspect, and if necessary, open the letter or package. Based on the interest of facility security and safety, mail may be rejected or read. You shall be notified in the event incoming mail is returned or outgoing mail is withheld. *It is your responsibility to notify your family members or correspondent of the rules and regulations pertaining to mail.*

24. All publications, including magazines, newspapers, books, and other such reading materials shall be subject to inspection. Reading materials should not be pornographic, discriminatory, or extremely violent in nature or offensive in such obvious nature as to offend others who would be in the relative area. Specific examples may be in accordance with Gaudenzia DRC, Inc.'s policy of contraband.
25. If residents are proven to be indigent by the definitions provided by the Bureau of Community Corrections and such contract, the Gaudenzia DRC, Inc. shall provide, upon request and approval by the Program Director, a specified postage allowance to maintain community ties. An allowance shall be designated as no more than the cost to send two letters a month, which shall not exceed the amount of \$2.00 a month.
26. You shall be entitled to outdoor recreational and leisure time in accordance with Gaudenzia DRC, Inc., Inc.'s rules and regulations. Particular units may provide indoor recreation such as Movie Nights, Bingo Nights, Game Night, and outdoor activities may include outings to museums, games, and other such activities. If you are interested in such activities, please ask your assigned Counselor for a schedule of such events.
27. If you are interested in attending educational classes on literacy, completing a GED program, or other such educational programs, please coordinate such events with your assigned Counselor. Your Counselor shall provide you with information about admission into such programs, and any special requirements.

### **LIVING QUARTERS & LAUNDRY ROOM**

All beds must be neatly made with sides tucked in, pillow under spread and one extra blanket folded at the foot of the bed by 8:00am during the week and 10:00am on the weekend. Only one laundry bag per client is permitted to be hung on end of bed. Laundry Bags must be uniform and of a solid material. House cleaning chores will be assigned on a weekly basis.

Towel and washcloth may be left on end of bed to dry - neatly folded. Floor under bed must be swept and mopped. It is not permissible to leave anything else out other than what is noted above (i.e. battery powered radio, books, clothes, pictures). Nothing is permitted on top of, or underneath lockers.

Clients are not allowed to carry clothes through the hallways; all clothing must be placed in a laundry bag or folded during use of the laundry room. Staff will inform you of the times designated for your use of the laundry room. If you are washing or drying laundry that does not belong to you (personally) you are required to wear protective clothing and gloves.

### **THE ABSOLUTE BARE MINIMUM INFORMATION YOU SHOULD KNOW BEFORE BEING LEFT ALONE WITH A LOADED WASHER AND DRYER!**

Now that you're a resident of Gaudenzia DRC, Inc., your life should be changing constantly. Plus, there's this little detail: probably no one mentioned that laundry would be part of treatment. Maybe someone used to take care of your laundry for you, but now you're part of a community.

Laundry room hours are posted on laundry room doors. All lint, dryers, sheets, trash, etc. should be discarded properly. As a courtesy to others, please time your washer and dryer and remove your clothes promptly so that others may use the facility. If a client notices that a washer or dryer is inoperable, please notify the Residential Aide on-duty immediately as a consideration to the next user.

Detergent spilled on machines, laundry room floors should be cleaned up immediately.

Laundry room will be secured when not in use. Users are requested to turn off the lights and close the door when leaving the room.

*\*That may seem like a big deal but if you take five minutes to read this little section, doing your laundry at Gaudenzia DRC, Inc. will go smoother, and maybe even a little cleaner. It's easy; here's how:*

**Sort your laundry before you come to the laundry room**

**Follow care directions on clothing labels!**

**Choose the right cycle and water temperature!**

**Don't overload!**

**Make sure soap is fully dissolved.**

**Your wash is done when "time remaining" on your machine display reaches 00 minutes**

**Dry on "normal" for most kinds of wash (except delicates) and, (you've heard this one already) don't overload!**



**Now, for more details:**

**Sort It!**

Before you head for the laundry room, separate light and dark laundry. It also helps to keep heavy stuff like sweats and jeans separate from light-weight synthetics. Really delicate things, like stockings and underwear, should be washed separately. The same with red-colored articles of clothing - they tend to run, no matter what. You'll notice there's a special setting on your washer for delicates; use it to avoid your machine becoming jammed, unbalanced, or damaging your fine washables.

**Load It!**

Your clothes should be completely covered with water and no higher than the top of the agitator vanes. There is no benefit to overloading a washer. Too big a load means your clothes don't get clean and you risk the possibility of damaging the machine, creating an inconvenience for your fellow students. Heavy things like towels and sweats can cause a machine to go off balance. In such a case, just lift the lid, redistribute your clothes, and then continue washing. The same goes for dryers. One wash load equals one dryer load. That's it.

**The Complicated Stuff-Not!**

Pick the right wash cycle and water temperature following the "care instructions" label that's sewn into most pants, shirts, and sweaters. The "Permanent Press" cycle and "Warm" in "Cold" is a good choice for pants, skirts, shirts, and 100% cotton clothing that is specially treated against wrinkling. Finally, "Delicates" are usually best washed at the "Warm" or "Cold" setting. Heavy towels and sweats should be washed on the "Normal" setting, with warm or cold water. The touchpad display makes it easy to select for fabric type and wash water temperature. And don't forget to distribute the load evenly!

**TRY THIS REFERENCE GUIDE FOR BASIC MACHINE SETTINGS**

<u>Type of Stuff</u>	<u>Cycle</u>	<u>Water Temp</u>	<u>Dryer Setting</u>
Whites	Regular	Hot	Normal
Colors	Regular	Warm/Cold	Normal
Permanent Press	Perm. Press	Cold	Permanent Press
Delicates	Delicates	Cold	Delicates
Wool	Delicates	Cold	Tumble-No Heat

**You're Laundry & the Environment** - Your wash (and the wash being done by other residents at Gaudenzia DRC, Inc. has an impact on the environment.

**How Dry Can You Get?** - There are three rules of thumb here:

Read the care labels on your clothes again; you'll find drying instructions there right along with washing suggestions; remove your clothes from the dryer immediately after it's done (if you want to avoid wrinkles)

**The Grand Finale!** - Fold 'em; stack'em; and put 'em away! Clothes are to be folded and taken back to your room. At no time are "finished" clothing to be left unattended in the laundry room. Do this once a week and your social life will improve; your room will feel better and your treatment will be enhanced...well, maybe not completely...Anyway, now you've got a whole new spin on Gaudenzia DRC, Inc.!

**Well Wishes!**



## FIRE EVACUATION PLAN FOR OCCUPANTS

### “TRAINING PLAN GUIDELINE”

1. If you discover a fire or smell smoke, immediately sound the building alarm. Know the location of the alarm signal stations and how they operate. Fire exits are located along the south and west of the facility.
2. **FIRE ALARM STATIONS ARE LOCATED THROUGHOUT THE UNIT(S) AND AT MAIN CORRIDORS. USE IN CASE OF FIRE OR SMOKE!**
3. When the fire alarm is sounded, feel the door that leads from your room to the corridor before opening it. If the door feels hot or smoke is seeping in...**DO NOT OPEN!** If you become trapped in your room and cannot reach the fire exit, keep your door closed and seal off any cracks.
4. If your door feels cool, open it cautiously. Brace yourself against the door and be prepared to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, leave at once and close the door behind you. Proceed with caution to the fire exit!
5. **DISABLED PERSONS:** A Residential Aide, Supervisor and/or the fire emergency team should be assigned to assist the disabled person in the event of fire. These persons are taken to the fire exit until help arrives. (Non-ambulatory persons should be the last to exit to prevent wheel chairs, walkers etc. from hindering the flow of occupants/traffic).
6. If caught in smoke or heat, stay low where the air is better. Take short breaths (through the nose) until you reach your area of refuge.
7. **Do not block room doors or fire exits with any objects.**

**Race:** **R**emove – Resident – From – Area – Involved – In – Fire

**A**larm – Sound Building Alarm

**C**ontain – Close Door to contain heat, smoke & fire

**E**vacuate – According to the fire evacuation plan

### FIRE PREVENTION

Fire prevention is of the utmost importance in reducing fire losses and deaths due to fire. Awareness and correction of any fire hazard will aid greatly in keeping our building a safe place in which to live and work!

**PEOPLE DON'T PLAN TO FAIL.....THEY FAIL TO PLAN!**

The Director or designee must review this policy at least annually.

Date Reviewed:	Signature of Director or Designee:	Policy Approved:	Revision Request Sent to Corporate:



**PENNSYLVANIA DEPARTMENT OF CORRECTION  
PENNSYLVANIA BOARD OF PROBATION & PAROLE**

### **Bureau of Community Corrections- Offender Cell Phone Policy:**

1. I am solely responsible for the total cost of the cell phone and service in my possession. I will not list any Department of Corrections Facilities as my billing address; on any document related to this device.
2. I certify that my PBPP Board Action/conditions does not prohibit my possession of a cell phone.
3. I will immediately surrender my cell phone for visual and/or electronic search upon request by any staff member and each time I enter Gaudenzia DRC, Inc., Inc. with it. Refusal to submit your cellular phone for search will result in misconduct charges, confiscation of the cell phone and social restriction. Also illegal, illicit or unauthorized activity on the cell phone is subject to misconduct sanctions, cell phone confiscation, discharge and/or criminal charges.
4. I will not possess a cell phone with camera/video recording capabilities.
5. I understand that I will be responsible for the content in my cell phone. Recording, streaming and broadcasting any person, activity or event in Gaudenzia DRC, Inc., Inc. is a criminal offense. Anyone violating this rule will be prosecuted to the fullest extent of the law.
6. Possession of a cell phone while placed at Gaudenzia DRC, Inc., Inc. is "at your own risk." The responsibility of securing the cell phone is "yours" at all times. Gaudenzia DRC, Inc., Inc. will not be liable in the event that your phone is lost, stolen or destroyed.
7. Call forwarding is prohibited on all cell phone devices.
8. Residents are not permitted to make voice calls between the hours of 12 am & 5 am; however, text messaging and internet use are available during these hours.
9. I will keep my cell phone on silent or vibrate while in the facility.
10. Cell phone usage is prohibited during: group, count, searches, and fire drills, in common areas, hallways, facility entrance nor to disrupt the safe, secure and orderly operation of the facility.
11. In order to maintain efficient operations, the Center Director may suspend cell phone privileges.

**COMMONWEALTH OF PENNSYLVANIA  
NOTICE OF PRIVACY PRACTICES**

**PROTECTED HEALTH INFORMATION**

This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

**I. How the Commonwealth Uses and Discloses Your Health Information:**

The Commonwealth of Pennsylvania provides a broad range of services through a wide variety of health and human services programs. If you receive services from a Commonwealth program, the Commonwealth program may use your protected health information and disclose it to other Commonwealth health and human services programs and outside the Commonwealth, to:

- a. Plan and provide your care and treatment;
- b. Communicate with health care professionals who care for you;
- c. Describe the care you receive;
- d. Obtain reimbursement from private insurers or other government programs;
- e. Verify that services billed were actually provided;
- f. Educate health professionals;
- g. Inform public health officials charged with improving healthcare;
- h. Administer the Commonwealth's programs which provide public benefits, and/or health or human services;
- i. Assess and improve the services provided and the outcomes achieved;
- j. Pay for services you receive;
- k. Inform you about other public programs and services;
- l. Inform you about other public programs and services.

The Commonwealth and its program will not use or disclose your protected health information except as described in this notice, or otherwise authorized by law.

**II. Your Health Information Rights:**

You have the right to:

1. Request a restriction on certain uses and disclosures of your protected health information;
2. Obtain a paper copy of this Notice of Information Practices upon request;
3. Inspect and copy your protected health information as per Gaudenzia DRC, Inc. policy;
4. Request amendments to your protected health information as per Gaudenzia DRC, Inc. policy;
5. Request communications of your protected health information by alternative means or at an alternative address;
6. Revoke your consent to use or disclose protected health information to the extent that it has not already been relied upon;
7. File a complaint to Gaudenzia DRC, Inc., Inc. and/or the Secretary of the U.S. Department of Health and Human Service if you believe your privacy rights have been violated.

### **III. The Commonwealth Program Duties:**

The Commonwealth's health and human services programs each have a duty to:

- a. Maintain the privacy of your protected health information;
- b. Provide you with a notice as to our legal duties and privacy practices with respect to protected health information we collect and maintain about you;
- c. Abide by the terms of this notice;
- d. Notify you if we are unable to agree to a requested restriction;
- e. Accommodate reasonable requests you may have to communicate health information by alternative means or at an alternative address;
- f. Provide an accounting of disclosures of your protected health information.

The Commonwealth or any Commonwealth health and human services program may change its privacy practices and make the new privacy practices effective for all protected health information we maintain. Should our privacy practices change, we will mail a revised notice to the address you have supplied us.

#### **For More Information or to Report a Problem:**

If you have questions and would like additional information, you may contact your Program Director at the Gaudenzia DRC, Inc., Inc. at 215-625-8060.

If you believe your privacy rights have been violated, you can file a complaint with the Privacy Officer, Program Director or with the Secretary of the United States Department of Health and Human Services. There will be no retaliation for filing a complaint.

#### **Examples of Disclosures for Treatment, Payment, and Health Operations:**

1. To Those Currently Providing Treatment To The Client; Information obtained by a nurse, physician, counselor, or other member from your treatment team will be recorded in your record and used to determine the course of treatment that should work best for you.
2. To persons at treatment programs or facilities where the client is referred; For possible treatment, a summary of some of the portion of the treatment information is necessary for the provider to assess the clients' needs and to assure continuity of proper care and treatment.
3. The Director of a County Office of Mental Health and Mental Retardation (or their designee); If the information is requested as part of a psychiatric commitment process, e.g., a petition filed under §§302,303,304, or 305 of the Mental Health Procedures Act (1976). 55 P.S. §7101 et seq. 55 P.S. §7111; 55 PA Code §5100.32(a) (1).
4. A Judge or Court; Only if the court has actually issued a good faith court order directing the release.
5. To Lawyers; Lawyers who provide written proof that they represent the client, which is usually accompanied by a signed authorization.
6. To Police or other government officials; If an official needs to know if a client is present or absent from a particular facility, they may only receive information under the following circumstances:

- The client is involuntarily committed to the treatment program AND
  - The request for information occurs as part of a legitimate government function AND
  - The only information that can be released is information stating whether the client is present or absent in a particular treatment program, AND
  - The facility's Medical Director has determined that it is in the best interests of the client to release information.
7. To insurance companies or other third party payers, including CBH; if these entities need information to confirm that the consumer received treatment services for which the company is being requested to pay.
  8. To physicians, other medical professionals, or police officers; if the client is involved in a medical emergency and the information sought is needed to prevent death or serious risk of bodily harm.
  9. To federal or Commonwealth auditors; 55 PA Code 1101.51(e); Commonwealth employees who need treatment information to perform their jobs, JCAHO inspectors, and persons participating in PSRO or utilization reviews.

## Gaudenzia DRC, Inc. CONTRABAND

**Definition:**

Any unauthorized item that would present a threat to the security of the Facility or to the personal well-being of employees and residents alike.

1. Weapons of any kind. (Firearms, knives, swords, pocketknives, scissors, screwdrivers, tools, sewing needles, etc.
2. Alcohol Beverages- including any cooking products, cough syrup, or over the counter medicine containing alcohol.
3. Illicit Drugs or Drug Paraphernalia
4. Pornographic material- videos, CD's, DVD's, pictures, magazines etc.
5. Construction tools of any kind- hammers, nails, paint, etc.
6. Stolen Property, Counterfeit Items, watches, etc.
7. Aerosol Sprays of any kind- hairspray, personal cleaning products, deodorant, etc.
8. Cell phones (unauthorized) and or with cameras and pagers
9. Any products containing high concentrations of toxic, caustic, or flammable material.
10. Pirated or copied material- videos, CD's, DVD's, pictures, magazines etc.
11. Unlabeled Body Oils, Fragrances, etc.

Class I	Class II	Class III	Toxic	Caustic
Gasoline	Diesel Fuel	Paints (oil based)	Ammonia	Lye
Benzene	Motor Oil	Linseed oil	Chlorine	Muriatic Acid
Acetone	Kerosene	Mineral Oil	Antifreeze	Caustic Soda
Hexane	Cleaning Solvents	Neat foot Oil	Duplicating Fluid	Sulfuric Acid
Lacquer	Mineral Spirits	Sunray	Defoliants	Tannic Acid
Lacquer Thinner	Agitene	Conditioner	Herbicides	
Guardian Fluid			Pesticides	
Denatured Alcohol			Rodenticides	
Ethyl Alcohol				
Xylene (Xylol)				
Contact Cement				
Toludi				
Methyl Ethyl Ether				
Methyl Ethyl Ketene				
Naphtha, Y, M, & P				

Sample Items may include the following:

*Nail polish, Nail polish remover, Hair dye, air fresheners, cough syrup, incense, shoe polish, glue and/or rubber cement, typewriter cleaners, antiseptic products, unauthorized medication, leather cements and/or dyes.*

***If you are unsure about an item being contraband, ask your program director or supervisor.***

All residents, the following items are not permitted in this center at anytime for any reason.

1. No more than (3) pair of shoes/ boots/ sneakers and (1) pair of shower shoes in residents personal space. (Top bunk to the left side of the bed bottom bunk to the right)
2. Nothing is to be hanging on the walls, doors or cabinets for any reason. Laundry bags can be the only item hanging from the foot of the beds.
3. No open bottles (glass or plastic containers are to be in the bedroom area at all No glass is permitted at all. Each resident are permitted (1) plastic container in their locker for work meals or travel lunch only and you must keep container clean and empty in your closet area.
4. No food is to be stored in the bedroom for any reason. (Potatoes chip, soda, cookies etc.)
5. No ironing in the bedrooms. For no reason is anyone to have an iron in the bedroom.
6. No laundry products are to be held in the rooms for any reason, (soap powder, fabric softener, etc). Bleach is not permitted on the property at all.
7. No cardboard boxes are permitted in the bedrooms (sneaker boxes, up state boxes etc.)
8. Any and all medication is to be kept in the medication office only, not in the resident living, area,
9. No pornography of any type (magazines, newspapers, pictures from home, calendars, or DVD/VHS at all)
10. ***No electrical cords, TVs, personal DVD players are permitted in the bedrooms.***
11. No cologne, rubbing alcohol, Mouthwash (containing alcohol), or mouth spray are permitted. If it contains alcohol you cannot have it in your rooms.
12. No aerosol spray cans of any type are allowed. Spray medication should be turned in to staff to be placed in the medication office.
13. No work tools are permitted in the rooms at all. If it pertains to work it will be lock in the front desk area only with permission from the facility director.
14. No dice or playing cards are permitted on the property.
15. No metal hangers are allowed. Plastic hangers only.
16. No suite cases are allowed in the rooms. One pull tie bag with no zippered compartments for carrying items to and from the facility, and nothing that requires a lock.
17. No material that shows gang affiliation, crime endorsement, or any type of drug paraphernalia,
18. Any items which has been altered from its original state.

**Note:**

**Violation of this policy may result in progressive disciplinary action in accordance with DRC/DOC Rules and Regulations.**

# *Gaudenzia DRC, Inc. Philosophy*

**We are here because there is no refuge, finally, from ourselves.**

**Until people confront themselves in the eyes and  
hearts of others, they are running.**

**Until they suffer others to share their secrets,  
they have no safety from them.**

**Afraid to be known, they can know neither themselves  
nor any other; they will be alone.**

**Where else but in our common ground can we find such a mirror?**

**Here, together, people can at last appear clearly to themselves-  
not as the giant of their dreams, nor the dwarfs of their fears-  
but as individuals, part of a whole, with a share in its purpose.**

**In this ground we can each take root and grow,  
not alone anymore as in death, but  
alive to ourselves and to others.**



**GAUDENZIA DRC, INC.**  
\_\_\_\_\_ **Program**

I have read or have had read to me, and I fully understand Gaudenzia DRC, Inc., Inc's policies on Clients Rights, Staff Code of Ethics, Client Rules, Tools of the Environment & Client Responsibilities.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

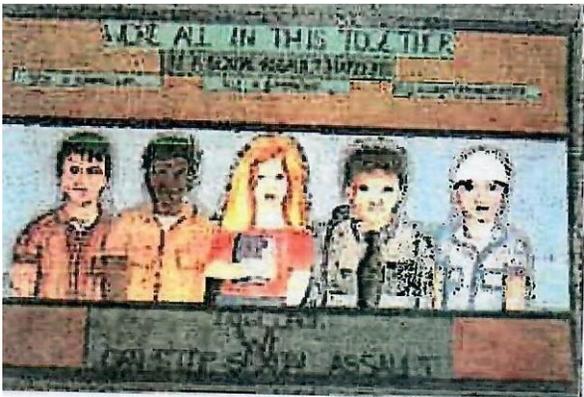
\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**A copy of this page must be placed in the client's chart!!!!**

# Sexual Abuse Awareness

End The Silence....



A Cooperative Project of  
the PA Department of  
Corrections and the  
Pennsylvania Coalition  
Against Rape

## What is Center Sexual Violence?

*Sexual Violence can include both sexual abuse and sexual harassment by another offender, staff member, contractor or volunteer.*

### Sexual Harassment

- ci Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures or actions of a derogatory or an offensive sexual nature by one offender directed towards another.
- c Repeated comments or gestures of a sexual nature towards an offender by a staff member, contractor or volunteer.

### Sexual Abuse

- Forced sexual intercourse, including psychological intimidation or bullying and physical force.
- Sexual Abuse is achieved through use of fear or threat of physical violence.
- Can also include incidents where penetration is from a foreign object.
- Definition includes male or female victims, and both hetero- or homosexual individuals.

There are three types of Center Sexual Abuse:

1. Offender on Offender: One or more offenders engaging in or attempting to engage in a sexual act.
2. Staff on Offender: Staff engaging in or attempting to engage in a sexual act with an offender.
3. Staff on Offender Misconduct: Sexual behavior between staff and an offender which can include indecent, profane, or abusive language or gestures or inappropriate surveillance of offenders.

## Tips for Avoiding Sexual Abuse

*A victim is never to blame / o-r being attacked, but these tips may help you lower your risk of being abused.*

1. Carry yourself in a confident manner at all times.
2. Pay attention to your surroundings.
3. Do not permit your emotions (fear/anxiety) to be obvious to others.
4. Do not accept gifts or favors from others. They usually come with strings attached.
5. Do not accept an offer from another offender to be your protector or "friend".
6. Find a staff member with whom you feel comfortable discussing your fears and concerns. Confide in them if you feel threatened.
7. Be Alert! Do not Use contraband such as drugs or alcohol as they will weaken your ability to stay alert and make good judgments.
8. Be direct and firm when others ask you to do things that you don't want to do.
9. Do not give mixed messages to others regarding your wishes for sexual activity.
10. Stay in well lit areas.
11. Choose your associates wisely.

## What To Do If You Have Been Sexually Abused?

1. Tell a staff member as soon as possible.
2. Seek medical attention **BEFORE** you, shower, eat, drink, change clothing, brush your teeth or use the bathroom.
3. Give as much information as possible to the questions you are asked.

## How Can You Report A Sexual Abuse or Sexual Harassment?

1. Tell any Center Staff Member that you trust.
2. Make a written request to any staff member.
3. Call the Sexual Abuse Reporting Line at 1-800-472-8477 to make an anonymous and non-monitored report.
  - You can find this number near each set of phones in your center.
3. Go online to [www.tipsubmit.com](http://www.tipsubmit.com) to file an anonymous report.
4. Write to request more information at:

PCAR  
Pennsylvania Coalition Against Rape  
P.O. Box 400  
Enola, PA 17025

Any form of sexual abuse will not be tolerated by the PA Department of Corrections. The goal of the PA Department of Corrections is the safety of the offenders incarcerated in its facilities. The Department will hold accountable any persons found to have committed any form of Sexual abuse against another person.

# Preventing Coronavirus

## Client Handbook Addendum

### Overview

Gaudenzia, DRC, Inc. recognizes recovery is difficult under ordinary circumstances. In the midst of the global coronavirus pandemic, it can seem especially overwhelming. Gaudenzia, Inc. therefore applauds you for courageously taking this first step toward your recovery. We are committed to supporting you through treatment and beyond and promise to do all we can to ensure your safety during your time with us.

While it is impossible to neutralize all risk, Gaudenzia Inc. has developed and implemented a coronavirus response plan which reinforces the best practices for infectious disease control and prevention across all of our programs. However, the success of this plan is in your hands. We are asking all clients and staff to remain vigilant and to follow a few simple rules. These rules are designed to keep you healthy and safe.

### Plan Highlights

Gaudenzia, Inc. encourages you to read through the entirety of our coronavirus response plan on the agency's website. However, if you cannot do so, these are the key elements to be aware of during your time with us:



#### **Wear a mask In all common areas**

it must cover your nose .e.n.g\_ mouth.

# 6



#### **Maintain six feet of distance**

from others, even if neither you nor they have any symptoms.



#### **Wash your hands frequently**

with warm water for at least 20 seconds.



**Clean and disinfect** your personal belongings frequently.



**Avoid touching** your eyes, nose, and mouth with unwashed hands.



**Report symptoms** to staff immediately and as soon as they develop.

1. **Wearing a mask is mandatory in all common spaces.** Since the virus is spread through respiratory droplets- like those released when talking- masks are one of the best ways to protect yourself and others. For the greatest effect, please wear the mask over both your nose and mouth. The mask should fit securely on your face with no gaps and should be cycled out for a new mask. You can rotate masks every two days. If you do not have a mask, they will be provided to you at no charge.
2. **Maintain six feet distance between yourself and others.** Gaudenzia, Inc. has reduced group sizes and is limiting the number of people allowed in one area per CDC guidelines. Furniture is also spaced out, where appropriate, to accommodate six feet of distance. Please maintain this distance throughout the day.
3. **Wash your hands frequently with warm, soapy water.** It is especially important to thoroughly wash your hands before eating, before and after touching your face, after using the restroom, and after touching any high touch surfaces. In cases in which soap and water are not readily accessible, please use hand sanitizer which can be found throughout the building.
4. **Clean and disinfect your personal belongings.** While Gaudenzia, Inc. has increased routine cleaning and sanitation, it is equally important that you clean your personal items, especially those which you may touch frequently. Feel free to ask staff to provide you with the supplies needed to clean your personal items.
5. **Avoiding touching your eyes, nose, and mouth.** Did you know the average person touches their face an average of *16 times an hour*? Unfortunately, your eyes, nose, and mouth are easy entrances for not just the coronavirus, but other viruses like the flu. Be mindful of how frequently you touch your face-including to adjust your mask- and be sure to wash your hands before and after.
6. **Report symptoms immediately.** If you find yourself feeling unwell, please notify staff immediately. This includes both common and less common symptoms:
  - **Fever or chills**
  - **Cough**
  - **Shortness of breath**
  - **Sore throat**
  - **Head and body aches**
  - **Fatigue**
  - **Loss of taste or smell**
  - **Nausea**
  - **Diarrhea**

## What to Expect

You will be screened daily for symptoms by program staff, including each time you return to the program. In the event you develop symptoms, you will be required to remain in your room or the program's assigned quarantine room. To protect the safety of others, you will be asked to remain in the room until the results of a diagnostic test can be secured. You will be provided recreational materials and your meals will be delivered during this time, and you will be provided with the materials necessary to participate in treatment. You may not exit the building for any reason, including to smoke cigarettes. If you are interested, nicotine replacement therapy will be offered to you.

- o **If the results of your test are negative**, you may exit quarantine when you feel well enough to do so.
- o **If the results of your test are positive**, you will be required to remain in quarantine for a full ten days since the initial onset of your symptoms. You will be permitted to exit after you have been without a fever for 24 hours without the use of a fever-reducing medicine and a medical professional has cleared you

## Update on COVID-19 Vaccination

In December 2020, the Centers for Disease Control and Prevention (CDC) authorized the use of two vaccines to prevent symptomatic COVID-19. As these vaccines become more widely available to the public, Gaudenzia will be in a position to advocate for vaccination on behalf of clients like you and coordinate vaccinations for clients both on-site and within the community.

While it will be your personal choice as to whether to receive the COVID-19 vaccine, Gaudenzia **strongly encourages** all eligible clients and staff to receive vaccination as part of th health, family's health, and the broader public health. We recognize there has been some misinformation regarding the COVID-19 vaccine. We believe a significant part of feeling safer about the vaccine is to become better educated on its effectiveness and the process for receiving it. As you make your decision as to whether to accept the vaccine, we hope you consider the following:

- **Both vaccines are 94.1% and 95% effective in preventing symptomatic COVID-19.**  
These results have been studied in clinical trials involving tens of thousands of patients.
  - **Both vaccines are safe.** While both vaccines were quicker to market than past vaccines in part due to billions of dollars in funding and the ability to conduct parallel studies- they were still required to meet strict safety and effectiveness thresholds before receiving approval.
  - **Neither vaccine will give you COVID-19.** Individuals who receive the COVID-19 vaccination receive two doses- a priming dose and a booster dose- to build up immunity. Neither dose contains the virus that causes COVID-19.
  - **Both vaccines are safe for all adults without a history of adverse reactions to vaccines.** The Food and Drug Administration (FDA) has approved the use of both vaccines for all adults, including women who are pregnant, provided they do not have a history of significant allergic reactions to vaccines. Trials are currently underway to determine the vaccines' effectiveness in children.
  - **Side effects are mild and tend to be short-lived.** Based on clinical trials, these side effects include soreness at the injection site, fatigue, headache, and muscle joint pain. Some have also reported fever. These side effects indicate you immune system has been activated and is preparing to combat future infection.
  - **Vaccines are recommended for those who have already had COVID-19.** The CDC and FDA are recommending adults receive the vaccine even if they have already contracted COVID-19. This is because the immunity someone gains from their initial infection, called natural immunity, may vary person-to-person and not last long.
  - **Even with the vaccine, you will still need to wear masks and social distance.** Preventative measures like masking, handwashing, and social distancing will still be required until community spread has substantially diminished and we have achieved herd immunity.

If you have additional questions regarding the COVID-19 vaccine, please do not hesitate to speak to your program's medical department.

# *Preventing Coronavirus Acknowledgment*

I, \_\_\_\_\_, acknowledge I have received the *Preventing Coronavirus: Client Addendum*.

I understand:

- The education and materials provided to me
- Gaudenzia DRC, Inc. Inc.'s isolation policy while waiting for my test results
- No smoking while waiting for the results
- I have been offered alternatives to assist with nicotine cravings
- Procedure if I test positive or have symptoms
  
- I may have the opportunity to receive the COVID-19 vaccine
- I have received a mask or have my own.

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Client Signature

Date

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Witness Name

Signature

Date