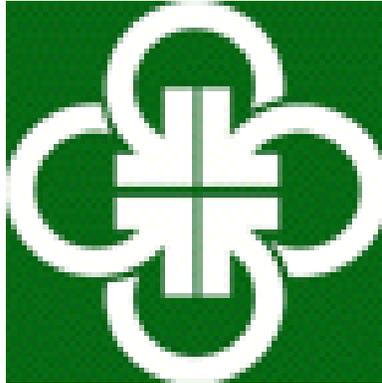


GAUDENZIA TOGETHER HOUSE

FIR-ST PROGRAM



Helping Individuals Transition

REENTRANT HANDBOOK

1306 Spring Garden Street – 6th floor

Philadelphia, Pa. 19123

(Revised June 2018)

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GAUDENZIA FIRST PROGRAM		
Contract Facility Manual		POLICY STATEMENT
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MISSION STATEMENT

Gaudenzia, Inc. helps people affected by chemical dependency, mental illness and related conditions to achieve a better quality of life – allowing them to live as productive and accountable individuals. This is accomplished through comprehensive treatment and prevention methods guided by a philosophy of mutual concern and responsibility. Gaudenzia also conducts research and educates the community on the causes, treatment and prevention of addictions, mental illness and related conditions.

VISION STATEMENT

Gaudenzia aspires to be the best program for the 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 treatment services available. Gaudenzia develops and implements specialized treatment to meet the needs of various reentrants profiles and provide these services in such a manner that social, economic or demographic factors do not limit an individual’s access to appropriate services.

GAUDENZIA 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 PRINCIPLES

Gaudenzia adheres to the holistic principles of the Therapeutic Community that encourage individuals to take part in the treatment process as full partners, not as objects or patients. The primary goal of Gaudenzia is to foster personal growth by changing an individual’s lifestyle through a community of concerned people working together to help themselves and each other.

Individuals admitted to Gaudenzia encounter a highly-structured family environment in which honesty; trust and mutual support are the foundation of the treatment process. In addition to daily seminars, group counseling and individual activities, reentrants are assigned work responsibilities that teach basic cooperation, respect and discipline.

Gaudenzia’s programs enable individuals to live life on life’s terms, free from drugs and alcohol. We teach our reentrants that there are consequences of addiction for the addict, their families and their communities. We also provide the skills and tools our reentrants need to live as responsible and productive citizens.

PROGRAM DESCRIPTION

The Gaudenzia FIRST Program, 1306 Spring Garden, Philadelphia, PA 19123 is a 30-bed reentrants transitional program under contract with the Pennsylvania Department of Corrections. The program provides 24-hour supervision to mentally challenged offenders returning to the Philadelphia region on parole. The program is housed on the sixth (6th) floor of a newly renovated building owned and operated by Gaudenzia, Inc. The living quarters are semi-private with capacity ranging from two (3) to (5) reentrants per room. There is a common room, a group room, laundry room, and sleeping quarters on the 6th floor. On other floors, we offer a dining room and fully equipped kitchen, medication room, doctor's office, additional group rooms, storage room, etc. Breakfast, lunch and dinner meals are available daily. The reentrants are allowed to store a minimum amount of clothing/papers while in the FIR-ST program.

It is the purpose of this document to set forth a description of the program at Gaudenzia Spring Garden for DOC reentrants. The Gaudenzia FIRST Program is established to serve men and woman from the DOC system who are on parole and have a serious mental illness.

The program was created in 1998 and scheduled to open at the beginning of 1999 to serve male/female offenders who are incarcerated in an SCI, and who have the existence of a serious mental illness. Although many of these men /women are also drug and alcohol involved, this is not a consideration in their acceptance into the program. Drug & Alcohol addiction shall be neither an indicator for nor a factor against placement in this program.

It is Gaudenzia's intention to operate a program that provides treatment and rehabilitation activities during the day as well as in the evening. It has been our experience working with seriously mentally ill in Philadelphia that many members of this population do not benefit from the services offered by the mental health system because of their involvement with illegal drugs and alcohol. Substance abuse for a seriously mentally ill person leads very quickly to decompensation and disruptions in treatment which lead in turn to homelessness, hospitalizations, and incarceration. A significant portion of our day treatment activities will be directed towards life skills education, substance abuse awareness and prevention. We will have on-site 12-step meetings and relapse prevention seminars. It has also been our experience that reentrants decompensate and fail in their good habits in managing mental illness. We address this set of problems by education concerning mental illness, and practicing such skills as making and keeping doctors' appointments, taking medications as prescribes, and renewing prescriptions.

Gaudenzia plans daily treatment at this program to be combination of on an off-site service. After the reentrants, have been in the program for approximately three months (this will vary per individual progress) reentrant will become eligible to attend day programs in the community. Gaudenzia First has established a wide range of referral agreements with day treatment services in Philadelphia. We believe that reentrants benefit from outside services and contact with community resources. The seriously mental ill as a population have a wide range of levels of functioning as well as varying profiles of strength and problems. We believe the system can address needs in the later stages of treatment better than any single provider. Additionally, having reentrants attend outside day programs prior to program completion eases the final transition back to community.

INTRODUCTION

Welcome to Gaudenzia, Inc's First Program, we are committed to providing you with a treatment and support experience which has helped many other men and women with similar problems. First, we are the Gaudenzia family, we hope you will become a part of us.

Reentrants with a history of substance abuse are required to attend NA and AA meetings. Reentrants programs and services are monitored daily by a professional staff of Counselors. Rules are necessary for society, whether it be a government, family, program or school, to operate effectively and at the same time-protect the right, comfort and well-being of its reentrants.

Gaudenzia, Inc's FIRST Program is in existence to assist reentrants with mental health challenges to make appropriate adjustments back into the community. Reentrants need to be aware of the rigid structure of the FIRST Program. Reentrants will be held accountable for all activities that they do and fail to do. Reentrants participating in the program, where applicable, shall meet the partial rental of their own quarters and assume the costs of their personal expenses. Generally, all reentrants who maintain good standing successfully advancement through the program and will be release to their approved employment and home plan by the Parole Board. Failure to follow the rules and regulations of the Program may result in disciplinary action and/or loss of CFC status.

The Gaudenzia, FIRST Program seeks to successfully re-integrate the offender in to the community. The program endeavors, through skills, training, to reduce the chances of the reentrant relapsing into his addiction or committing another crime. Support from the community comes through our involvement with day programs, The Office of Mental Health, NAMI, COODAP, PBPP churches and other community-based advocates.

DATA ON TARGET POPULATION

Gaudenzia FIRST program provides commitment, expertise, experience, versatility and mental health competence to adult male and female offenders referred by the Pa. Department of Corrections and the PA Board of Probation and Parole. There is no upper age limit on eligibility and candidates are evaluated by a review of a referral packet, which is a case file of the offender's history of offences and other demographic information. Reentrants referred to the FIRST Program have been diagnosed with severe and persistent mental health disorders and/or history of substance abuse as defined by the DSM-IV. Reentrants for the FIRST Program are primarily from the Philadelphia County areas, medically stable, willing to cooperate with the rules of the environment and are physically able to participate in the program.

Presenting problems of this population may include, but not be limited to; Drug & Alcohol dependency, Mental health, Co-Occurring Disorders, HIV/AIDS, Anger Management, Sexuality and "Homelessness". The maximum number of reentrants housed in the program is 30, however, the program accommodates a population of 33 reentrants. The FIRST Program is funded by a contract with the Pennsylvania Department of Corrections, through Pennsylvania Community Corrections, Regional Office I. This manual has been prepared in response to the need to satisfy the inquires of those reentrants who desire information about the program's processes and, as a written document for personal reference. The manual is directed towards the basic issues and answers facing reentrants on a daily basic. It is not intended that every problem will be included herein, if detailed information or clarity is sought, please refer to: Gaudenzia, Inc.'s Policy & Procedures and/or the Program Director.

STAFFING PATTERN

Staff consists of a Program Director, 2 Counselors, 1 Administrative Coordinator, 7 House Managers.

Counselors meet regularly with reentrants and during Multi-Disciplinary Meetings to review any adjustment problems or other concerns. Reentrants are expected to discuss any situations with counselors to review any adjustment problems or other concerns.

TOOLS OF THE ENVIRONMENT

When you become a member of the Gaudenzia family, you have a new ground in which to learn about yourself and how to live. The Gaudenzia Community is a place where you will be accepted and respected for who you are without the false pretenses you have used in the past. You will learn to care for yourself and deal with your life on life's terms. The family will give you the support you need to use new tools to come to terms with your mental disorder, legal issues, and if applicable, your drug addiction.

We use the following tools:

- **Seminars**--These are scheduled sessions, usually an hour long, which focus on education, teach new ideas and concepts and gives the individual participant information on a wide variety of topics morning meetings. 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 issues 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.
- **Static Group**---This group is held regularly with the same people together over a long period. Usually made up of one counselor's caseload. Static 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 Static Group members come to trust the group and each other.
- **Encounter Group**---This group provides an opportunity for members to confront each other in a controlled and positive manner. They learn to identify and express feelings which are usually avoided, such as: anger, fear and pain. Members also learn how behaviors and attitudes impact on those around them. The ground work is done to change those behaviors which are negative and self-defeating.
- **House Meeting**---The entire family is called together to address a particular event, activity, or problem in the environment. Anyone can call a house meeting.
- **General Meeting** (GM) ---This is a serious 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 (fight, threat of violence, drug/alcohol use, and unauthorized absence).
- **Learning Experience**--LE's 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 LE must relate specifically to the behavior and desired change.

- **Pull-Up**---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 reentrants standing and listening to the message.
- **Education**---Gaudenzia is a strong supporter of education and believes that before a new behavior can be learned, a person must be educated. Also, Gaudenzia will assist its members in obtaining a GED if they do not already have a high school diploma or equivalent.
- **House Departments**---To keep the house functioning departments (or divisions) are established and jobs within the “departments” are assigned. These departments are:
 - Service-consists of, landscaping and maintenance crews;
 - Kitchen
 - Expediter
 - Orientation
 - Communication
- **Chain of Command**—There is a definite organization in the Gaudenzia Community. Each reentrant is taught the organization structure and is asked to address concerns to the next immediate supervisor.
- **Challenging and Confronting**---Challenge: to question a decision, someone’s behavior or an unsatisfactory situation. Confront: an in-depth, verbal face-to-face expression of dissatisfaction directed to the individual perceived as being responsible for the situation.
- **Dropping Slips**---A “slip” represents a request for the attendance of another person in Slip (Encounter) Group to deal with a specific concern.
- **Relapse Prevention**---The First Program members 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.

REENTRANT RIGHTS

Gaudenzia, Inc. is subject to the provisions of Act 63, known as the Pennsylvania Drug and Alcohol Control Act. One of the provisions of Act 63 states that no reentrant shall be deprived of any civil rights solely because of treatment and when any apparent civil rights are withheld from a reentrant, a treatment policy statement must address such policy as an integral part of the treatment process. Gaudenzia is a therapeutic, re-educational community and treatment methods in the modality may at times and in specific instances tend to limit certain rights which otherwise would be entitled to a reentrant. The following is a statement of reentrant’s rights and how they are integrated into the treatment process.

Mail and Money

Reentrants of the Gaudenzia FIRST Program are prohibited from sending or receiving mail from any State Correctional Facility unless approved by Warden of the Institution and Program Director. The length of the blackout period will be clearly communicated to each reentrant at admission. Incoming mail may be asked to be opened in the presence of a staff member to ensure that no contraband gets into the residential community. Outgoing mail may be sealed but must be passed on to a staff member for mailing. Reentrants can have money in their possession however no more than \$25.00 at one time. All other monies are to be kept in a safe account for reentrant or sent to the Corporate office.

Telephone Calls

The reentrants of the Gaudenzia First program will be allowed to have a Personal Electronic Devices (PED). Camera devices will no longer be considered contraband, **unless they are used in an unauthorized manner (outlined in the agreement given to the reentrants of the Gaudenzia First program or Unless denied by (PBPP) Actin/Conditions**, eligible reentrants will be permitted to possess Personal Electronic Devices cell phones, laptops, tablets, Kindles, watches, etc. With or without cameras as well as personal hotspots.

OR

They can use the telephone located in the common area on the sixth (6th) floor. They are solely for the reentrants'. Reentrants cannot make or receive personal calls on staff office phones, however, in the event of an emergency reentrants may be given permission to use facility phone.

The following rules must be followed when using pay phones.

- Telephone calls may be received between the hours of 8:00am and 11pm.
- You should extend courtesy by practicing proper phone etiquette including taking messages and being pleasant on the telephone
- When answering the phone, simply answer "HELLO". Do not say Gaudenzia First Program.
- If you answer the phone, you are responsible for taking a message. Make sure that you get all pertinent information for your reentrant family member. If you are unwilling to take a message, you should not answer the phone.
- Do not make any statement to the caller that would indicate that they have called a facility, for example "John is in group". You should say John is not available, may I take a message.
- Never give out any information about another reentrant
- Staff will not answer reentrant's phones because Federal Confidentiality Laws prohibit staff from acknowledging the presence of any reentrant without written consent to do so.
- Reentrants cannot use the phone during last clean up or house to work.

Visits

During a reentrant's stay in the primary phase of treatment at the Gaudenzia First Program visits from families and friends may be requested by reentrant through staff. The purpose of withholding visiting privileges initially is to have a new reentrant accept separation from their former environment and develop a first treatment plan. Reentrants may receive visits from representatives of the criminal justice system.

Personal Belongings

Initially, all reentrants have the rights to limited necessary personal belongings such as clothing, toiletries, etc. All reentrants are asked to send home or donate all other unnecessary or valuable items. Gaudenzia First will store limited, non-valuable items (i.e., papers photographs) for reentrant. Gaudenzia supplies food, transportation (for medical visits and Legal matters only) and basic hygiene needs.

Reentrants Records

When a reentrant arrives at Gaudenzia, files are developed and kept to provide documentation of all treatment. These files contain: Progress Notes, Treatment Plans, Case Consultations, Progress Reports, correspondence with the criminal justice system or other agencies, psychiatric or psychological evaluation, medical history, result of the physical examination at intake, special medical problems, medication records and medical notes when a reentrant receives medical school transcripts (if available), and an education chronicle. All reentrants have the right to inspect their own records, however, there are a few limitations. The Program Director may temporarily remove portions of the record prior to inspection by

the reentrant if it is determined by the Project Director that the information may be detrimental if presented to the reentrant. Reasons for removing sections shall be documented and kept on file. The reentrant shall have the right to submit rebuttal data of memoranda to his/her own records. A request of this type must be in writing and must state why the information is inappropriate. Information received from other agencies such as psychiatric/psychological evaluation would normally be restricted since Gaudenzia staff have no control over its contents.

Discrimination

Gaudenzia does not discriminate in the provision of services offered on the basis of race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, handicap or religion.

Discipline

All reentrants have the right to humane discipline. Reentrants are assured freedom from physical abuse, corporal punishment, and denial of food, clothing, or unusual punishment. If discipline is necessary as the result of a reentrants not following program rules, then the discipline is designed as an integral part of an individual's treatment. All discipline and disciplinary action procedures are authorized solely by staff members of Gaudenzia. A reentrant may appeal any disciplinary procedure either verbally or in writing to the primary counselor and is entitled to a review with other staff and reentrants present. Reentrants shall not be disciplined for this or any other appeal of their treatment.

HIV Disease

Reentrants are entitled to information and education concerning HIV disease and will be given the opportunity and means to obtain medical testing as soon as possible after admission to treatment. No reentrants will be denied treatment at Gaudenzia based solely on the fact that he or she has tested positive for HIV. Reentrants will not be transferred or referred to more specialized facilities unless illness restricts their ability to participate in program services.

Privacy

All reentrant has the right to privacy. Dormitories are designed to offer privacy. Reentrant request for additional privacy will be honored when possible and not determined to be detrimental to treatment.

Voting

All reentrants of legal age have the right to vote. If a reentrant wish to vote in an election, transportation to and from the nearest polling place will be provided. Those reentrants who are not registered to vote may do so during any phase of the program.

Legal Services

Gaudenzia is designed as an alternative to incarceration and therefore works closely with representatives of the criminal justice system. Reentrants have the right to an attorney and the right to correspond with representatives of the criminal justice system who are responsible for their being at Gaudenzia. If a reentrant is in need of legal services, Gaudenzia staff will refer them to an agency where they are able to receive the type of legal service necessary

Religion

Reentrants have the right to participate in the religious worship they choose. Respect for dietary and religious practices will be accommodated whenever possible

Work

During your stay at Gaudenzia reentrants are assigned to various functional departments as part of their treatment. Reentrants are expected to learn responsibility and good work habits as an integral part of their treatment at Gaudenzia. Furthermore, the work did at Gaudenzia serves the reentrants community by providing a clean, safe hygienic place in which to live. Reentrants are not expected to perform any duties solely for the benefit of any individual or group of staff members. Reentrants will not be allowed to do work for the personal benefit of staff (such as car washing, going to the store, borrowing, snow shoveling, etc.). Reentrants may refuse this type of request any time they wish.

Termination

Reentrants may not withdraw from the program without approval from proper authorization. Gaudenzia is required to notify DOC and Parole and furnish information if a reentrant absconds.

A reentrant may be involuntarily terminated from treatment at any time for any or all of the following

- Illegal activities
- Threats and/or acts of physical violence
- Repeated refusal to follow treatment plans
- Other repeated incidents of disregard for program rules

In the event a reentrant is terminated involuntarily he/she will receive a treatment termination notice which will specifically state why such termination took place. Furthermore, any reentrant terminated may appeal by adhering to the procedure for reentrant appeal outline in the reentrant

Grievance Procedure

- When a reentrant expresses a problem with any area of his /her treatment, she/he will submit a request to discuss the issue with the Counselor
- If the issue is not resolved to the reentrant's satisfaction, she/he will submit a request to speak to the Counselor's supervisor regarding the problem
- If the Counselor's supervisor is not able to resolve the problem satisfactorily, the reentrant will submit a request to meet with the Program Director.
- If the issue fails to reach a satisfactory solution at this level, a written description of the problem will be submitted to the Division Director, along with a request for a resolution meeting. The Division Director will meet with the reentrant, the Counselor and the Program Director or Clinical Supervisor for a resolution. If the issue isn't resolved at this level, the Division Director will decide the next steps

Disciplinary Action

Rules are necessary in any program to assure that it operates effectively and at the same time protects the rights, comfort and well-being of the program participants. It is vital that no one's individual rights, or the existence of the program be jeopardized by any individual or group of individuals. Therefore, the following rules and regulations have been generated for all Community Corrections programs operated by Gaudenzia, Inc. and under contract with the Department of Corrections, Region 1.

Sanctions and Disciplinary Action

All rule violations and formal disciplinary procedures will be addressed in accordance with those policies and procedures identified in DC-ADM 801. This includes the identification of all “Prohibitive Acts” identified by the Pennsylvania Department of Corrections. Termination, administrative or disciplinary action may result if a reentrant violated any rule identified in this code, or if there is evidence of an inability to conform to the basic rules and regulations of the Community Corrections program.

Program Rules and Regulations

All reentrants transferred into the FIRST program shall be held responsible for adhering to basic house rules and procedures general by Gaudenzia Spring Garden. Certain rules may overlap with the “Prohibitive Acts” identified by the Pennsylvania Department of Corrections. Any such major violation will be immediately referred to the PADO to initiate 801 hearing procedures. If a reentrant is found to be in violation of those rules and procedures identified therein, he/she may fail to earn pass/furlough status, or other in-house privileges, or he/she may be subject to having repeated violations upgraded and referred to the PADO for major disciplinary action. Rules are grouped in descending order of severity and possible sanctions/consequences.

I. ADMISSION CRITERIA

We receive funding through the Pennsylvania Department of Corrections, Region I to serve a very specific population. In order to receive service in the FIRST program, the following criterial must be met:

- You must be age 18 years or older
- You may have a history of substance abuse
- You must have a mental health disorder/illness
- You must be on parole
- You must be physically able to participate in the program
- You must be medically stable
- You must be drug/alcohol free
- You must be willing to cooperate with treatment

II. GAUDENZIA RULES

As anywhere, there are rules to be learned and followed. The most important are:

Cardinal Rules

- No drugs
- No alcohol
- No violence
- No threats of violence
- No Sex
- No Fraternalization

The CARDINAL RULES are considered sacred. Violations will be dealt with severely and may be grounds for immediate dismissal from the program and a return to the custody of Parole.

House Rules

- All beds must be made and rooms cleaned by 8am and before leaving out on passes
- All members must attend meetings and sessions as scheduled.
- Smoking is permitted only in designated areas (smoke yard) and all groups are smoke-free, no matter where they are held.
- Medication is to be taken as prescribed.
- VCR, TV and stereo should be operated by staff or by reentrants who have been given instruction on how to operator said equipment.
- Certain days and times will be assigned for laundry.
- Reentrants must respond to all counts called in the facility, this includes emergency evacuations.
- Food and drinks should be kept in the cafeteria only.
- Borrowing cigarettes, clothing or money is not permitted.
- If it doesn't belong to you, don't touch it!
- Staff must know where you are at all times
- Even if it's playful, no hands on each other.
- Sexual interaction between all reentrants in the Gaudenzia program is prohibited.
- All differences should be taken to group or with staff present. Bickering or arguing is destructive to community living.
- Respect is to be given to staff, other reentrants, and house property. Save some for yourself, too!
- Honesty is essential to recovery and community living.
- ID badges must be worn at all time
- Orientation reentrants cannot move freely about or travel without an escort

III. TREATMENT METHODOLOGY

The FIRST program utilizes individual and group counselling as it's primary treatment methods including family, peer counselling and recreational activities.

Completion Requirements:

Treatment completion is a long-term goal that is earned by the reentrant. Completion of treatment derives a source of accomplishment for the reentrant 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.

- Reentrant must have a stable living arrangement
- All court costs, fines, Act 97 & Act 27 obligations must be met or arranged prior to release
- Reentrant must be attending Narcotics Anonymous or Alcoholics Anonymous
- Reentrant must be enrolled in an Outpatient facility (scheduled appointments for individual counseling) and attend aftercare groups as required
- Reentrant 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 matter. The Gaudenzia FIR-ST family will work with each reentrant however, termination or Unsuccessful Discharges will be a sanction for such violations as fighting, threatening, any form of violence, destruction of property, or continued undesirable behaviors.

Treatment will also be terminated if an individual leave the program against the facility advice. Gaudenzia will voluntarily terminate a reentrant's treatment for flagrantly disobeying the following program rules.

IV. MAJOR PROHIBITED ACTS:

Violation of the following 'Prohibitive Acts' and 'Major Rules and Procedural Infractions' will result in the reentrants being cited and scheduled for a hearing pursuant to those procedures outlined in DC-ADM 804:

- a. Illegal group criminal activities (gambling, drug dealing, prostitution, bribery, etc.);
- b. Tampering with or theft of Life Safety equipment (batteries, emergency lights, alarms, fire extinguisher, etc.);
- c. Sexual acts with staff or other reentrants on Gaudenzia property;
- d. Major theft of Gaudenzia property;
- e. Possession or use of alcohol or drugs and/or related paraphernalia in the Gaudenzia facility, and/or the discovery thereof by Gaudenzia staff in a unit;
- f. Positive drug urine screen;
- g. Failure to maintain accountability with the program for a period of twenty-four hours;
- h. Arrest on new charges.

Major Rules and Procedural Infractions:

- a. Violation of any criminal law;
- b. Possession, use or misuse of any drug not prescribed for the individual by a physician;
- c. Possession of narcotic paraphernalia, such as rolling papers, water/marijuana/hash pipes, roach clips, pipe screens, syringes, etc.;
- d. Possession of a weapon;
- e. Bribery or offering anything of value to a Gaudenzia staff member, any relationship, fraternal or financial, but not programmatic, with Gaudenzia staff member (Association outside Gaudenzia property will violate this rule unless prior written approval has been given by the Program Director);
- f. Sexual acts on or adjacent to Gaudenzia property;
- g. Exit from, or entrance into the facility through any opening other than the primary entrance to the facility, except in an emergency or fire drill procedure;
- h. Making threats of physical violence against a staff person;
- i. Fighting with another reentrant or any other person;
- j. Escape or unauthorized absence from work assignment, or the facility. All reentrants when signing out of the facility, whether to a pass residence, job or job search must document their destination(s) and be at that destination within a reasonable time frame. Deviation from that destination must be reported to the facility and prior authorization must be obtained. Unaccountability for a twenty-four period or failure to return within twenty-four hours of an expected sign-in time is a major program violation.
- k. Interference with Drug Urine Screens, including failure to provide a urine sample within a 'reasonable' period, failure to comply with standard labeling and continuity of evidence procedures, the addition of any foreign substance into a urine sample, or the giving or a urine sample for another reentrant;
- l. Interference with, or refusal to submit to, a search;
- m. Intoxication;
- n. Any travel outside the Commonwealth of Pennsylvania;
- o. Any travel beyond the geographical limits of Region I of the Pennsylvania Department of Corrections, Community Corrections Division, without prior approval from the Regional

- Director;
- p. Possession, use, removal of, or tampering with confidential or unauthorized material in Gaudenzia's possession;
- q. Failure to comply with all fiscal procedures identified by the Pennsylvania Department of Corrections, including weekly payment of rent, providing proper documentation of all financial transactions, and no personal savings or checking accounts;
- r. **Refusal to obey or follow a staff order or request. If a reentrant disagrees with the order of request, he must comply unless to do so would be illegal or a violation of these rules. Reentrants grievance procedure may be followed in these instances.**

V. MINOR RULES INFRACTIONS

Violation of the following rules and regulations will generally result in In-House sanctions such as failure to earn a phase privilege, In-House restriction, or a formal reprimand. However, repeated violations of these rules may result in the reentrants being cited for an 801 hearing for failure to maintain a satisfactory program adjustment:

- a. Driving without authorization from parole agent or driving without the required documentation;
- b. Possession of car key without driving privileges
- c. Failure to attend seminars and Community Meeting;
- d. Failure to attend counselor session and other required in-house meetings;
- e. Failure to attend special stipulations, or to provide written documentation that stipulated programs were attended;
- f. Lying, providing a false statement to staff member or utilizing a false document. A grievous intentional violation of this rule may result in a major sanction;
- g. Using abusive, obscene or threatening language, or gestures;
- h. Smoking, cooking or burning incense or other material in a sleeping area;
- i. Undue familiarity of a sexual nature on the premises;
- j. Possession of any tool in the facility, which would be used as a dangerous weapon. Such tools must be checked in with on-duty staff upon entering the facility;
- k. Possession of a knife when used as a tool may be valid but prior authorization must be obtained and the item checked with staff when entering the building;
- l. Unauthorized use of any other reentrants' possessions;
- m. Inability to be contacted within 1 hour while out of the facility or returning past a sign-in time without prior authorization. Only Clinical staff or the Program Director may authorize a reentrant to be out beyond his designated time of return to the facility;
- n. Curfew violations; all curfews are set in the Reentrants Level System. Curfew Violations may result in a reentrant losing their social movement.
- o. Facility checks are conducted every hour and it is each reentrants' responsibility to ensure that he is included in the count. Switching of beds, or failure to sign-in/out appropriately is interfering with the procedure.
- p. Presence in an unauthorized area. No reentrants are allowed in the living area of another reentrants, or in staff offices without authorization;
- q. Unauthorized use of Gaudenzia Official Telephones;
- r. Engaging in any type of business practice within the facility where money would be exchanged between reentrants for specific services rendered. This includes the practice of giving haircuts,
- s. Possession of excessive amounts of cash (as compared to the reentrants' weekly allowance) no more than twenty (\$20) dollars should be on your person at any one time.
- t. No possession of credit card, checking account or check book; debit card or check card (debit cards issued by employer will be handle individually)

- u. Failure to abide by visitor policy and procedures, to have visitors in the facility beyond established visiting hours, or to have visitors in unauthorized areas of the facility.
- v. Smoking, eating, drinking during or otherwise disrupting meeting being conducted in the facility
- w. Late arrival, or early departure from an In-House or outside stipulation/12 step meeting.

VI. PROGRAM RULES TO ASSURE ACCOUNTABILITY AND THE SUCCESSFUL REENTRY OF REENTRANTS TO THEIR COMMUNITY

- a. All official business participation or job searches must be documented with an approved itinerary and verification that all scheduled appointments were kept.
- b. Providing proper written documentation that all stipulations were met on a weekly basis (AA, NA, D&A Out-Patient, Mental Health, etc.);
- c. Notification of any changes in employment or school, including work shifts, job titles, pay changes, terminations, resignations and changes instituted by the employer must be told to the Counselor upon return to the facility that day;
- d. All reentrants are required to develop a Prescriptive Program Plan with their Counselor during the Orientation Phase of the program. This should include personal and program goals which the reentrants and Counselor review on a weekly basis.
- e. Reentrants are not permitted to borrow money from the program or other reentrants. All PADO reentrants are expected to arrive at the facility with a minimum of 60 days of medication and \$50.00 to defray initial expenses until they are employed. Reentrants are allowed to have a maximum of \$20.00 dollars on them at all times.
- f. Reentrants are expected to consult with their Counselor regarding problems or concerns prior to requesting a meeting with the Clinical Supervisor, Program Director or the Divisional Director.
- g. Reentrants are required to utilize the grievance procedure to resolve any disagreement with action taken by Gaudenzia staff.
- h. Initial furloughs must be requested in writing by reentrant to the Counselor. A contact visit with the family must have been completed by the Counselor prior to a furlong being requested.

VII. RULES AND REGULATIONS ENSURING SANITATION AND GOODWILL AMONG REENTRANTS

- a. Sanitation is a critical component in any group living situation. Failure to follow these rules and guidelines will result in the failure of the reentrants to earn program privileges and benefits. Persistent failure to abide by these rules may result in the reentrants being placed on restriction status:
- b. All reentrants in a specific living area are responsible for the daily cleaning of that area. This includes maintaining the bathroom daily, making beds each day, and keeping the area clean and tidy;
- c. All individual house chores assigned by the staff are to be completed daily;
- d. Reentrants are not permitted to have any food or beverage items in their rooms;
- e. Reentrants are not permitted to smoke in their rooms;
- f. Common areas including the community room, living area(s), front ramp/steps, fire tower stairs and hallways are to be kept clean at all times;
- g. Reentrants are expected not to litter and should assist in the general clean-up of the facility as requested;
- h. Washers and dryers are available to all reentrants in the facility;
- i. Reentrants must clean their bed linen on a weekly basis;
- j. Pay telephones are available to the reentrants. Reentrants will only be permitted to use pay telephones during times floor time.

- k. The reentrants lounge areas will be shutdown at 11:00pm weekdays (Sunday through Thursday), and at 12:00am weekends (Friday and Saturday).
- l. Community Service is a mandatory function under the direction of the Pennsylvania Department of Corrections. Reentrants of the Gaudenzia First Program will complete 10 hours of community service per month.

Planned Termination

When a termination is planned because a reentrant'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
- Reentrant's right to appeal

Unplanned Termination

Reentrants 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.

If the planned termination is a result of the reentrants not living up to the terms of the service agreement, Gaudenzia must notify the reentrants in writing of the decision. They must give an exit date, the reason for the termination and indicate any recourse the reentrants have under the reentrants grievance.

Decisions for termination will always be determined from the context of whether the reentrants can benefit from treatment. While Gaudenzia is governed by a strict set of regulations, it is not the policy of the program to super-impose a single corrective model for infractions. Due to our belief in individualized treatment, diversion from agency policy will be judged on the individual merit of the reentrants.

When it is determined through intervention that an individual is not able to benefit from further treatment, said treatment will be terminated and the Region I Contract Facility Coordinator or Parole Officer shall be notified. Reentrants' rights to appeal a termination are outlined in the grievance policy and reentrants information manual.

VIII. TRANSPORTATION

Reentrants may, if conditions of their confinement warrant, request permission to drive a vehicle while at the Gaudenzia, Inc. FIRST Program. It is expected that all reentrants authorized to drive do so in a law-abiding fashion. Reentrants must request authorization to drive by submitting a written request to the Parole Agent. Included with this request must be

- The reason for the request;
- A description of where the reentrant will be driving;
- The reentrant's Pa. Driver's license number, documentation of the vehicle's insurance coverage and registration, and if it's not the reentrant's vehicle, a statement from the owner of the vehicle granting the reentrant permission to operate the vehicle.

If the Program Director supports the request, the request will then be forwarded to the DOC and PBPP for approval. **These arrangements must be made and approval received prior to you being able to drive!**

Reentrants requesting driving privileges consent to the search of their vehicle by Gaudenzia, Inc. staff if contraband is suspected. Reentrants may not transport other reentrant in their vehicle without permission from staff. Reentrants without vehicles are expected to utilize public transportation. Public transportation buses #36, the "C" and the Broad & Spring Garden Street subway run very close to the facility. Unemployed, indigent reentrants may request van service from their Counselor for the purpose of seeking employment, attending a day program or medical appointments.

IX. MEDICATION AND MEDICAL TREATMENT

Reentrants are not permitted to consume any medication prescribed by a physician or purchased over the counter without the authorization of the Gaudenzia Psychiatrist or nursing staff. All medications must be turned over to the nursing staff for storage; nursing staff will monitor all medication and distribute all medication to reentrants as prescribed. Reentrants will be expected to take their medication as directed by their doctor. Reentrants may not alter, discontinue or dispose of medications for any reason. Medication consumption shall be closely monitored by staff. Reentrants may not consume any medication containing alcohol or quinine without the doctor's prescription. Failure to comply will result in disciplinary action.

X. FINANCIAL RESPONSIBILITY

As mandated by Department policy, all reentrants of Gaudenzia First who are employed are required to pay a portion of their net salary as rent to their respective Center/Group Home. The rent is charged on a sliding fee scale.

In addition, reentrants are required to keep a two (2) week minimum rent fee on account. This two (2) week minimum is returned to them at the time of their parole or may be used as rent during a reentrant's last two weeks in the center. Reentrants arriving at the center with no available funds, and who did not receive a planning grant from the institution, and who experience delays in the determination of their eligibility status at Public Assistance will be given consideration for temporary exemption to the policy.

All public assistance income, as well as earned income must be transacted through the center wage account in accordance with Department of Corrections policy. Checks **may not** be cashed, but must be turned over to the Administrative Coordinator or the staff person handling accounts. Another check will be given to the reentrant drawn against the center wage account to cover individual expenses. At this time, the appropriate rent deductions and/or savings will be made. Any exception to the fiscal policy will be reviewed on an individual basis and approved by the Program Director. Each reentrant is required to develop a monthly budget which is reviewed in counselling sessions.

When a reentrant has moved into employment status or in any other way has become eligible for financial assistance through the Department of Welfare, this must be reported to the Counselor, as well as to the caseworker for DPA. This information is followed up by the center's monthly report. The failure of any reentrant to adhere to this procedure could result in criminal charges being lodged by DPA. Individuals who are required to pay court costs, fines and/or restitution will be required to incorporate these costs into their monthly budget. You are required to pay a fee to the Clerk of Courts in the county of your conviction upon your arrival. Failure to do so will result in a delay in the approval of your release plans/date.

All reentrants are required to pay 15% of their net salary while some reentrants may be court ordered to

pay more. If this is the case, you will be required to sign an agreement stipulating the extent of your financial liability.

Based upon your financial status you may be able to request a reduction in the amount of your subsistence. Your request must be in writing and submitted to the Program Director. Reentrant fees are to be paid to the Administrative Coordinator each pay period. All payments for state reentrants must be in the form a payroll check with the paystub attached. You will be issued a receipt each time payment is made. It is your responsibility to retain your receipts. All reentrants will complete a budget as part of their financial plan. It is expected that each reentrant will follow this budget as a condition of participation in the program.

SAVINGS

Reentrants are required to save 5% of their net earnings each pay. These funds will be deposited into your savings account with Gaudenzia, Inc. Reentrants receiving financial assistance (SSI, SSDI etc.) will be required to save a portion (10%+) of their grant towards fulfilling requirements of their release plan.

XI. REENTRANT MEETINGS

Reentrant meetings will be held on a regular basis for communication, issue resolution and general community benefit. Reentrant are encouraged to advise the Program Director or designee if they have an issue to include on the meeting agenda. Attendance is mandatory for all reentrants of the program except when working or fulfilling an approved stipulation.

XII. VISITATION

There will be no visits/visitation prior to completion of the orientation phase of the program. Reentrants are allowed visitors on Sundays between the hours of 1:00pm and 4:00pm. Visit periods may be time limited to ensure equal opportunity to all reentrants wishing to receive visitors. There is to be no visitation in sleeping areas, and no food is allowed in the visiting areas.

All visitors must arrive by 12pm to participate in a seminar on different educational topics, and an open Question and Answer period.

Visitors must be registered and on an approved visitation list in order to enter the facility. Reentrants will advise their Counselor of the visitors they wish to receive while in the program. All children must be strictly monitored and must remain in the designated visiting area. You may add or subtract visitor's names from your list by informing your Counselor.

Attorneys and other professional visitors are not required to be placed on your visitation list. Professional visits such as with lawyers and clergy may take place between the hours of 8:00am and 5:00pm or at other times with the approval of the Program Director, in a designated area of the facility.

Proper behavior is expected of all reentrants and their guests during visiting hours. Reentrants are required to respect all staff requests concerning visitation. Also, reentrants should respect their visitors as well as other reentrant visitors. Reentrants are responsible for explaining visiting regulations to their guests. Staff may terminate the visit if a policy is violated. Visitors must check in at the house manager's office before meeting with any Reentrant. Visitors must sign in, show picture identification and have their packages and/or purses searched. Visitors shall not bring articles considered contraband (weapons, narcotics, alcohol, unsealed containers) into the facility. Visitors may not park their vehicles in Gaudenzia's parking lot.

XIII. MAIL

Mail from family and friends should be addressed to you as follows:

**Reentrant Name
c/o Gaudenzia, Inc. – FIRST Program
1306 Spring Garden Street, 6TH Floor
Philadelphia, Pa. 19123**

All mail will be delivered to the House Manager on duty for filing and distribution. Gaudenzia reserves the right to inspect any mail that is thought to contain contraband or restricted information/advertisements. *It is your responsibility to notify your family members or correspondent of the rules and regulations pertaining to mail.*

REENTRANTS ARE NOT PERMITTED TO RECEIVE OR SEND MAIL TO INDIVIDUALS CONFINED IN CORRECTIONAL FACILITIES WITHOUT PERMISSION FROM THE DIRECTOR OF REGION I AND THE PROGRAM DIRECTOR OF GAUDENZIA, INC. – FIRST PROGRAM.

It is the policy of the Gaudenzia FIRST Program to forward mail for reentrants who has been successfully discharged from the program to the reentrants' new address. If there is no forwarding address or the reentrant becomes an absconder/escapee, all mail/packages will be returned to the sender.

Any package(s) received by the FIRST program for a reentrant who has been successfully discharged from the program will be held, attempts will be made to contact the reentrant via a telephone number provided upon discharge. If we are unable to contact the discharged reentrant, the package(s) will be returned to the sender. The FIRST program will not bear the financial responsibility of forwarding anything other than a first-class letter. Any reentrant who becomes an absconder/escapee from the FIRST program can expect all of the mail to be returned to the sender.

Any reentrant transferred to another facility for any reason will have that mail forwarded. After thirty (30) days, the FIRST program may return all mail to its sender. This policy does not exempt the reentrant from taking responsibility to have a change of address completed at the closest United States Postal Office.

IXV. PAY TELEPHONES

Reentrants may use the pay telephone for the purpose of making calls. Reentrants in the orientation phase are only permitted to use the phone with the consent of the Counselor or designated staff member. Reentrants will not be permitted to use the pay phone during seminars, lectures, meetings or conferences.

XV. RECREATION/ACTIVITIES ROOM

The Gaudenzia, Inc – FIRST program encourages its reentrants to participate in pro-social recreational activities in the community, like YMCA, church, mosque, etc..., and activities on the 5th floor of the facility. The 5th floor recreation area is available for your use Monday through Friday 7pm-8:30pm, and Saturday/Sunday according to your treatment plan and/or availability. Nutrition counseling and “quit smoking” motivation is available. For more information see the nursing staff.

XVI. LIVING AREA STANDARDS

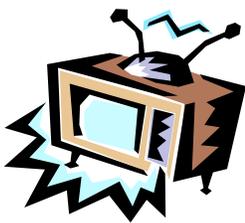
Personal possessions and decorations in sleeping quarters

POLICY: Gaudenzia's First Program has a written policy concerning rules governing personal possessions, equipment and wall decorations in sleeping quarters. All reentrants are to use Gaudenzia closet space for storage of personal belongings. **There are to be no personal locks on lockers.**

Reentrants of the community corrections program are not allowed to hang decorations on unit walls or windows without prior authorization from the supervisor. All wall decorations are to be of good taste and should not be offensive to others (i.e.: nude pictures, alcohol/drug posters).

PROCEDURE: Gaudenzia will not be responsible for items lost or stolen while in the reentrant's possession. Damaging or defacing Gaudenzia walls will be considered destruction of property and will be subject to disciplinary action up to and including financial reimbursement. Excessive property or personal belongings is strictly prohibited. Windows and doors are to be kept free of all obstructions due to fire and safety considerations.

1. Gaudenzia will not be responsible for personal property left more than thirty (30) days after discharge but will make a good faith effort to contact the designated party to pick up the property in a timely fashion.
2. Gaudenzia staff will inspect living quarters on a daily basis for compliance to these living standards.
3. Reentrants shall be informed of any change in policy concerning "personal possessions and decorations in sleeping quarters".



LOUD NOISES

Noise should be kept at a minimum in the facility, especially living areas. Always be mindful of the next person, particularly during curfew (lights out).

LIVING AREA INSPECTION STANDARDS

All beds must be neatly made with sides tucked in, pillow under spread and one extra blanket folded at the foot of the bed. Only two pair of shoes per reentrant are permitted under the bed - they must be neatly arranged (this includes shower shoes and slippers). One laundry bag per reentrant is permitted. Reentrants must purchase laundry bag within two weeks of arrival.

Towel and washcloth may be left on towel rack at the edge of the bed to dry. Floors under beds must be swept and vacuumed. One clock per reentrant is permissible. It is not permissible to leave anything else out other than what is noted above (i.e. radio, books, clothes, pictures). Nothing is permitted on top of, or underneath lockers. Only one religious book may be on top of your dresser.

COMMON LIVING AREA STANDARDS

All reentrants in a room will be held responsible as a group for this part of the inspection.

1. Floors must be swept and vacuumed;
2. Windowsills clean and empty of debris;
3. Trash emptied;
4. Blinds dusted.

BATHROOM INSPECTION

1. Toilet bowls cleaned inside and out - including seat;
2. Shower stalls cleaned;
3. Floors swept and mopped;
4. Mirrors cleaned/shined;
5. Sink and vanity cleaned;
6. Trash emptied.

XVII. REENTRANT CONFIDENTIALITY

All reentrant(s) records and information are confidential and will not be disclosed directly or indirectly without the written consent of the reentrant except:

To those persons actively engaged in implementing the reentrant(s) program service plan

To persons using material from reentrant records for tracing, training or research purposes, provided the use and administration of such data does not identify individual reentrants, and a specific written request stating that the purpose for the disclosure is approved by the Program Director.

To any governmental or third-party payer which funds in whole or in part the cost of the reentrant's care.

To reviewers and inspectors when necessary to obtain certifications as an eligible provider of services

Under court order and/or in accordance with other applicable federal and state regulations

- (1) Information made available under this section will be limited to that information necessary for the purposes for which the information is sought.
- (2) Annually, these confidential requirements will be reviewed with all staff, volunteers, students and others, as applicable and as they enter positions or are assigned to the FIRST program
 - The Gaudenzia FIRST program will keep reentrant records within locked storage at all times when not in active use by the program staff
- (3) Reentrant's written consent is required to disclose information from the reentrants record.

The consent form will include:

- Date and nature of request for information
 - Name of the person, agency, or organization to whom the disclosure is being made
 - Type of information disclosed
 - Date and signature of reentrants
 - Date and signature of witness
 - Expiration date of the consent form
 - Statement of the reentrant's rights to revoke
- (4) One copy of each signed consent will be given to the reentrant and one copy is included in the reentrant's case record
- (5) All reentrants have the right to receive a copy of any written consent to release information form that they may sign

XVIII. EMERGENCY EVACUATION

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 AT NORTH AND SOUTH CORRIDORS.**

FIRE ALARM STATIONS ARE LOCATED AT THE FIRE EXITS

Use them in case of fire or smoke. When the fire alarm is sounded, feel the door that leads from your room to the corridor before opening it. If the door feel hot or smoke is seeping in---**DO NOT OPEN.**

DO NOT USE ELEVATORS

The elevators stop running when the alarm sounds, causing occupants to become trapped. Elevator shaftways are like chimneys, smoke could enter the elevator shaft thereby asphyxiating the occupants trying to evacuate the building. **Disabled Persons** are to wait at the top of the stairs near their fire exit. These persons are taken to the fire exit and should remain there until help arrives. A responsible person or emergency Fire Fighter will assist them in exiting the facility in the event of fire. (Non-ambulatory persons should be the last to exit to prevent wheel chairs, walkers, etc. from hindering the flow of occupant traffic. (If caught in smoke or heat, stay low where the air is better. Take short breaths (through nose) until you reach your area of refuge. Do not block room doors or fire exits with any objects.

Reentrants of the Gaudenzia, Inc-First program shall leave the building immediately, proceed west on Spring Garden Street approximately 100 feet and assemble there until a "POP has been taken to insure all are safely out of the building. Reentrants will assemble in an orderly fashion and remain at the *spot* until instructed otherwise by staff, by fire or police department officials. "POP" will be taken as soon as possible at the assembly site. You are to respond to your name quickly and clearly as it will be assumed that anyone not responding to "POP" may still be in the building. The fire department personnel will be advised if anyone does not respond. Any reentrant leaving the assembly area without authorization from staff will be subject to formal disciplinary action. No one will reenter the building until directed to do so by fire police or Gaudenzia staff.

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 your building a safe place in which to live.

PRISON RAPE ELIMINATION ACT

Gaudenzia, Inc. has zero tolerance for institutional and community based sexual abuse. We have developed policies and procedures in accordance with the Prison Rape Elimination Act (PREA).

Gaudenzia, Inc.'s Zero Tolerance for Sexual Assault and Sexual Harassment can be reported at:

Reentrants and their families may submit report anonymously to:

mweglarz@gaudenzia.org

**PREA Compliance Officer
106 W. Main Street
Norristown, Pa. 19401**

**In Pennsylvania, reports can be submitted directly to:
BCI/PREA Reporting
1800 Elmerton Avenue
Harrisburg, PA 17110**