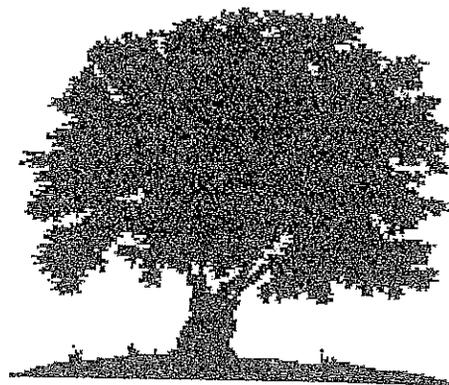


Conewago  
Pottsville  
D&A  
Resident  
Handbook



"Together Building a New Way of Life"

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## WELCOME

WELCOME TO CONEWAGO POTTSVILLE! The purpose of this Resident Handbook is to provide you, the Resident, with some general information about the program at CONEWAGO POTTSVILLE and to assist you in making your stay with us more pleasant. Please familiarize yourself with the contents and use of this handbook as a reference when there are questions or concerns that arise. Upon your arrival, you will be oriented to the contents of this handbook. Also, you will be assigned a "buddy" or "peer mentor" who will be responsible for helping you understand the contents of the Resident Handbook. In addition to the Resident Handbook, each Resident will be given a copy of the Rules and Regulations. Although the Resident Handbook and Rules and Regulations are separate documents, they are designed to fully explain the functions, expectations, and rules of CONEWAGO POTTSVILLE. It is important that each Resident understand that the purpose of having rules and regulations is for the protection of Resident & Staff rights & to comply with licensing regulations. Rules & regulations are posted throughout the Facility. Each Resident will review & sign a copy of the Resident Handbook and Rules & Regulations to show they understand & agree to comply with CONEWAGO POTTSVILLE rules. Violations of rules & regulations will not be tolerated. A variety of therapeutic & natural consequences will be utilized to ensure compliance.

CONEWAGO POTTSVILLE is a clinical, non-hospital, Drug & Alcohol Treatment Facility that is designed to assist individuals in restoring personal dignity while learning to live chemically free. The overall goal of CONEWAGO POTTSVILLE is the provision of comprehensive inpatient chemical dependency rehabilitation & treatment. Clinical Staff assist the Resident in identifying the defense mechanisms & denial system that often support behaviors that are associated with patterns of chemical dependence. The Staff of CONEWAGO POTTSVILLE further assists the Resident in cognitively restructuring the chemically dependent thought process & behaviors in an attempt to reduce the Residents risk for relapse. The Treatment Program is designed for varied lengths of stay of intensive treatment. Each Resident will be assigned an individual addiction Counselor who will work together with you in the development of a personal Treatment Plan. As with any Treatment Program, CONEWAGO POTTSVILLE has developed guidelines to ensure that both the Residents & Staff will promote a productive & peaceful therapeutic community.

CONEWAGO POTTSVILLE is committed to upholding the laws & guidelines Governing confidentiality & anonymity. Out of mutual respect, the Staff at CONEWAGO POTTSVILLE expects that every Resident join in this commitment. As a Resident of CONEWAGO POTTSVILLE, you are entitled to the best therapeutic & medical treatment indicated regardless of race, color, sex, creed, handicap, or source of payment. The Treatment Program is designed to teach responsible behaviors, & help develop self-respect, and dignity.

## INTRODUCTION/PROGRAM OVERVIEW

**INTAKE:** Upon arrival, each Resident will participate in an orientation process conducted by the assigned Program Monitor or Designee. During this time, the necessary paperwork will be completed & you will be assigned a room, bed, personal storage space & issued bed linens. The Program Monitor will provide you with a tour of the Facility. Incoming Residents should bring necessary clothing & personal toiletry items with them, as it is not permitted to leave the Facility to obtain these items. A copy of the "Personal Property Inventory" which lists all allowable personal items is given to each Resident and copies of this list are posted in the Facility. Residents should plan on spending all of their arrival day completing the intake process. Residents are permitted to make one five-minute telephone call from the Program Monitor's office on the day of arrival. Staff telephones are to be used in emergencies only. A detailed daily Resident schedule is posted throughout the Facility.

**ASSESSMENT/EVALUATION/PROGRAM PLAN:** Residents will be assigned a Counselor who will begin the assessment & evaluation process. Residents are required to attend group meetings & to meet with their Counselor on a weekly basis. Life Skills classes are also mandatory. All Residents are required to attend at least one counseling session per week. Residents will demonstrate an ability to actively involve themselves in the therapeutic process. Residents are expected to attend and participate in all therapeutic activities. Complaints & concerns will be resolved during the appropriate group or individual activity. Community & goal planning meetings are scheduled daily. It is at this time that Residents are afforded the opportunity to express concerns about their needs & are given an opportunity to utilize appropriate methods of obtaining resolve. Copies of the Resident Daily Schedule are posted in the Facility.

**DRUG AND ALCOHOL TESTING/URINE MONITORING:** To assist in the recovery process as well as to comply with Department of Corrections & CONEWAGO POTTSVILLE regulations, the use of illegal drugs on Facility premises is strictly prohibited. All Residents will be tested for drug & alcohol use on a random basis at intervals mandated by the Department of Corrections & the Pennsylvania Department of Probation & Parole or other governing agency. Additionally, if a Staff member suspects that a Resident has been using Drugs or Alcohol, the Resident will be required to undergo a urine test & take a Breathalyzer test (for alcohol use). A Resident may drink only water after a urine sample has been requested & must remain in full view of Staff until he/she is able to provide the urine sample. Failure to submit a urine sample within the required time frame (2 hours) or a Breathalyzer test (within 15 minutes) will result in a disciplinary charge. The unauthorized use of prescription drugs, any use of illegal drugs &/or the use of alcohol, on or off of the Facility premises, is strictly prohibited. Any urine sample that tests positive for an unauthorized drug will result in termination from the Treatment Program. All Residents are prohibited from consuming poppy seeds or any food items containing poppy seeds. Poppy seeds &/or food items containing poppy seeds will be considered contraband. Any Resident consuming or in possession of items containing poppy seeds will be subject to appropriate disciplinary action.

**ORIENTATION/BLACK OUT PERIOD:** Each Resident is placed on a seven-day orientation/blackout period, which begins on the day of admission. During this time, Residents are not allowed to use the pay telephones or have visitors.

**LIVING QUARTERS:** Residents must maintain their living area in a clean & sanitary fashion. A Resident's living area is defined as the area surrounding his bed, chair, locker, or closet &/or dresser set. All beds must be made & chores assigned to the sleeping areas completed daily. Staff will complete room inspections on a random basis to ensure sanitation & safety standards are being met. Beds must be made when not in use. Clothing is to be kept in wall lockers & shoes are to be stored under the bed. Only three pairs of shoes will be kept under the bed,

including shower shoes. The noise level in the bedrooms & common areas is to be kept at a minimum. Residents will be considered to be in an unauthorized area if found in the bedroom of another Resident or in a room that they have not been assigned to by Staff. The Facility offers designated areas for peer interaction. Residents are not permitted to sleep or lay down on their beds during free time without permission from the Medical Director or a Staff member for MEDICAL reasons only. For sanitation & safety purposes, food & drinks are not permitted in Resident bedrooms with the exception of a capped soda from the vending machine. Within reasonable limits, Residents will be allowed to decorate living quarters with personal possessions; however these items must only be displayed in wall lockers or on the provided cork boards.

**BULLETIN BOARDS:** Important & timely information is posted on bulletin boards located throughout the Facility. Residents are responsible for becoming familiar with posted information.

**PERSONAL PROPERTY:** CONEWAGO POTTSVILLE is not responsible for any theft or damage to Resident property. Personal property shall be kept at a minimum, since the Facility has limited space available for proper storage. Residents can only have what is listed on the Personal Property Inventory list. All personal property that is brought into the Facility is brought in at the Resident's own risk. Articles such as televisions, radios, stereos, & other appliances are not permitted & if brought onto the property, will either be returned to the Resident's home or stored by CONEWAGO POTTSVILLE until you are discharged from the Facility. Upon your arrival, Staff will inspect all personal property. Items considered to be inappropriate or as "contraband" are subject to being confiscated. Items considered to be inappropriate may include pornographic materials, gambling materials, drug paraphernalia, or any item deemed to be a potential weapon will be confiscated. Residents are encouraged to leave valuables with relatives. The Staff will do everything possible to discourage theft, but will not be responsible for belongings or Resident property. CONEWAGO POTTSVILLE will store Resident belongings a minimum of thirty (30) days after discharge. If the Resident or the appointed person on the relinquishment form does not claim the personal property, the items will be donated to the Salvation Army or another similar agency. Personal belongings can be dropped off during normal business hours 9:00 am until 5:00 pm seven days a week at the main front entrance.— *NO EXCEPTIONS!* Any item not listed on the Personal Property Inventory list will not be accepted and all items must arrive in unopened containers.

**RESIDENT RELATIONSHIPS:** Rehab. "Romances" are not acceptable as part of the therapeutic community. Violation of this rule can result in termination from the Treatment Program. DOC, Parole and/or Probation Officers, or other referring agencies will be notified of such relationships & be included in the disciplinary process.

**RESTRICTED AREAS:** Residents are not allowed in any bedroom other than the one to which they are assigned. Residents are also prohibited from entering any Staff office when that Staff member is not in the office. Residents should not be in the television room or recreational areas other than those posted times.

**IN-HOUSE WORK ASSIGNMENTS:** CONEWAGO POTTSVILLE does not employ Residents to conduct any work at the Facility. All Residents are required to perform in-house work assignments as part of the community living experience. Assignments will be posted on the Residents bulletin boards. Residents must report the completion of their in-house work assignments to the Program Monitor. The Treatment Program at CONEWAGO POTTSVILLE is designed to teach responsible behaviors, self-respect, & dignity. There may be times when Residents are permitted to volunteer, or are assigned to do extra work details. These details will not include involvement in major structural renovations.

## CODE OF CONDUCT

**RESPECT FOR STAFF, RESIDENTS, AND THE FACILITY:** All Residents are expected to maintain a peaceful atmosphere. This includes exhibiting respect & consideration for peers as well as Staff. Theft, fighting, threatening behaviors, harassment, & sexual relationships will not be permitted or tolerated. No Resident or group of Residents may be in a position of control over other Residents. In addition, Residents are expected to show respect for the Facility & the property contained within the Facility by following the rules and regulations at all times, refraining from vandalism, & performing house duties as required. For fire & safety purposes, Residents will only use Facility issued bed linens, & will keep these items clean & laundered at all times. Residents will be charged for any damages that they may cause to Facility property. This includes towels & bed linens issued by the Facility. Damage to Facility property may also result in termination from the Treatment Program.

## ACCOUNTABILITY

**ENTERING/LEAVING THE FACILITY:** Residents are not permitted to leave the Facility unless escorted by a Staff member. Any Resident who leaves the Facility without permission will be considered an escapee, absconder, or against medical advice.

**COUNTS:** Official counts are conducted at random & at scheduled times throughout the day. A standing count will be conducted immediately following any emergency evacuation of the building.

**SEARCHES:** Searches of persons, personal area, & the entire Facility may be conducted at any time without prior notice, however; Residents will be informed if a search is conducted without their presence. Searches will be conducted by at least one Staff person in the presence of another Staff person. Items, which are not the property of the person being searched, will be confiscated until such time as proper ownership may be determined. Luggage, bags, handbags, etc. carried into the Facility by Residents or visitors will be searched by Staff. Any Resident with who has lockable luggage must provide Staff with the luggage key. Refusal to submit to a search or interfering with a search in progress may be grounds termination from CONEWAGO POTTSVILLE.

**SHAKEDOWNS:** Shakedowns of the Facility will be conducted on a random basis.

**RULES AND REGULATIONS:** You will be provided with a separate document that addresses additional Rules and Regulations.

### **DISCIPLINARY/SANCTION PROCEDURES:**

1. Failure to abide by any rules set by CONEWAGO POTTSVILLE, the Department of Corrections, the Pennsylvania Board of Probation and Parole, or other governing body, will result in a Resident Disciplinary Procedure review.
2. There will be a Peer Review Board intervention with the first rule/regulation violation. This intervention may include representatives of the Peer Committee, the Clinical Director and/or the Assigned Counselor, and/or the Administrative Team. Sanctions will be served in accordance to the rule/regulation being violated. Some examples of sanctions may include loss of privileges.
3. With a second offense, there will be a Clinical Staff intervention meeting. This intervention may include the entire Clinical Team, the Executive Director/Assistant Director, the Administrative Team, or other Staff members as deemed necessary. Sanctions will be served in accordance with the rule/regulation being violated. In addition, you will be placed on a "Behavioral Contract" which may include a discharge notice if there are further passive/aggressive behaviors with the rules/violations being violated.

4. If there is non-compliance of the "Behavioral Contract" with any regulation being violated, a review between the Clinical Director, the Executive Director/Assistant Director, and/or the Administrative Team will be held to review the immediate status of your treatment experience. Failure to comply with a Behavioral Contract will result in an "Unsuccessful Discharge", and you will be returned to your funding source.
5. All Staff and Residents will abide by following the internal process as it relates to the sanction process.

**RETURNS:** The following actions can result in your being returned to prison & may result in additional charges:

1. The use of Drugs &/or Alcohol
2. Possession of illegal Drugs &/or Alcohol while in Treatment
3. Having contraband, either on your person or in your room (i.e. weapons, alcohol, illegal &/or un-prescribed drugs, tobacco products, excess money)
4. Physical abuse or threats made towards Staff or other Residents
5. Absconding, escaping, leaving the Facility without permission, leaving the Facility against medical advice
6. Continued violations of CONEWAGO POTTSVILLE Rules & Regulations and/or non-compliance with the Treatment Program

**RESIDENT INFRACTIONS:** Certain infractions (i.e. breaking rules, etc.) will result in the loss of privileges, increased chores, or other various restrictions as deemed necessary by Staff. Serious violations will result in "Unsuccessful Discharge" with the Resident being removed from the Treatment Program by either the Department of Parole, the Department of Corrections, or other governing jurisdiction.

**INFRACTIONS:** The following can result in the loss of privileges, increase of chores or dismissal from the Program, as deemed necessary by the Treatment Team:

1. Non-compliance in Treatment efforts
2. Violation of any of the Facility rules
3. Smoking in the Facility
4. Failure to complete office, laundry, kitchen, general, or personal chores within the assigned time limit
5. Breaking dress code
6. Horse play on the premises consisting of running, shouting, show of aggression, or causing general disturbances
7. Gambling at any time by anyone

There will be no physical abuse to Staff or other Residents at any time. This is cause for immediate revocation of Program involvement, as well as other possible consequences.

**RESIDENT RIGHTS:** A complete listing of "Resident/Client Rights" will be provided in a separate document.

**GRIEVANCE PROCEDURE:** To ensure that all Residents in the Treatment Program have recourse to any administrative intervention, CONEWAGO POTTSVILLE has a Grievance Procedure that is available to all Residents. Residents have the opportunity to initiate Grievance Procedures on any conditions or action within the Treatment Program without being subject to adverse action. Residents are encouraged to resolve conflicts at the lowest level.

1. If a Resident has a grievance, he is asked to fill out the Resident Grievance Form. The completed form is given to the Resident's Counselor. If necessary, the Counselor will assist the Resident in filling out the Grievance Form.

2. The Counselor will attempt to resolve the Grievance. Whether successful or unsuccessful, the Counselor will document the resolution/non-resolution of the Grievance. This completed form will be routed to the Clinical Supervisor & Assistant Executive Director within three (3) working days.
3. If the Grievance is not resolved, the Assistant Executive Director will review & investigate the grievance & set up an appointment with the Resident, Counselor, &/or Clinical Supervisor within five (5) working days. Situations resolved at this meeting shall be documented & signed by all involved parties.
4. Written comments on unresolved situations along with the written Grievance Form shall be forwarded to the Executive Director within three (3) working days of the meeting. The Executive Director will review the situation & decisions made by all parties. The Executive Director will schedule a meeting with all involved parties within three (3) working days in an attempt to resolve the situation.
5. All Pre-Release Residents under the jurisdiction of the Department of Corrections shall be permitted to appeal the Internal Grievance Review System decision by submitting to the Regional Grievance Coordinator a completed official "Inmate Grievance Form". All attempts to resolve the situation shall be indicated on the "Inmate Grievance Form, Section B". This form shall be sealed in an envelope by the Resident & mailed to the Regional Grievance Coordinator at the Regional Office.
6. The Regional Grievance Coordinator shall acknowledge in writing receipt of the Grievance within three (3) working days of its arrival at the Regional office.
7. All initial reviews, appeals, & final appeals shall be conducted in accordance with DC-ADM 804, which shall be posted on the CONEWAGO POTTSVILLE Resident Bulletin board.

**APPEAL PROCEDURE:** Any action taken against a Resident may be appealed. The Resident's concerns must first be addressed with his Counselor. If the Resident believes his concerns have not been addressed to his satisfaction, he has the right to appeal by following the above listed procedure and request a hearing of the Appeal/Grievance.

### **FIRE SAFETY/EMERGENCIES**

**EMERGENCY PROCEDURES:** Posted in each room is a diagram showing exit routes from the Facility. Should the emergency alarm sound, Residents must proceed immediately to the nearest exit, (as shown on the diagram) depart the Facility, & assemble at the back parking lot directly behind the building. Residents are to remain there until Facility Staff gives further instructions. Emergency evacuation drills will be conducted on a surprise basis at least once per month. All Residents are responsible for becoming familiar with the emergency exit plans as well as the location of fire extinguishers & alarms near the living quarters.

**FIRE AND SAFETY REGULATIONS:** Residents are not allowed heating equipment, extension cords, electrical appliances, or Televisions in their rooms. Residents are strictly prohibited from tampering with smoke detectors, fire alarms, fire extinguishers and air conditioning units.

### **SMOKING**

**SMOKING POLICY:** CONEWAGO POTTSVILLE is a smoke free Facility. Residents are not allowed to smoke in the Facility. Residents are only permitted to smoke in the designated outside smoking area under the supervision of CONEWAGO POTTSVILLE Staff. Cigarette butts are to be disposed of in the receptacles provided, not on the ground. Smoke breaks will be announced by the Program Monitor Staff at various times throughout the day. Smoke breaks after dusk is at the discretion of the Staff on duty. Residents are not allowed to share cigarettes with other

Residents. The penalty for Residents who are found smoking in the Facility may be removal from the Treatment Program.

## MEDICAL

**MEDICAL TREATMENT:** As part of the admissions process, the Medical Staff will evaluate all new Residents. All prescription medication must be surrendered to Staff & will be stored in a locked cabinet. If your medical conditions warrant, an appointment will be made with a physician or specialist in the community. You will be responsible for the cost of any medical appointments or services provided. You will complete a physical exam with the Facility Medical Director. To assist in the recovery process, the unauthorized use of prescription drugs & any use of illegal drugs or alcohol on or off the Facility premises are strictly prohibited. The Resident, without the Medical Director's approval, will keep no medication. This includes the use of vitamins.

## VISITATION

**VISITATION:** Upon admission, each Resident will be asked to submit a list of possible visitors to Staff. Each Resident will be permitted to have five (5) people listed on the visitor's list. A letter in regard to visitation will be sent to a designated family member. This letter will inform the significant other of the Resident's arrival at the Facility & explain the rules for visitation. The letter will also include the rules for visitation. All Residents are encouraged to have family members attend visits. Family members who are named on the Resident's visitor's list will be allowed entrance into the Facility beginning at 12:45Pm. A family lecture is presented from 1:00pm until 2:00pm. All visitors must attend this lecture in order to be able to remain for a visit. Visits are scheduled for each Sunday from 2:00pm until 3:30 pm. If visitors arrive late, they will not be permitted to visit. The purpose of this lecture is to help family members & significant others learn about the process of chemical dependence, recovery, & relapse.

**VISITOR IDENTIFICATION, DRESS CODE AND PERSONAL ITEMS:** Each Resident is responsible for informing potential visitors of the following visitation rules:

1. All visitors ages 18 or older must have a valid picture ID. Any visitor younger than 18 must be accompanied by an adult.
2. All visitors must be dressed appropriately. Visitor's are prohibited from wearing tank tops, halter tops, short skirts, clothing that displays inappropriate logos or language and will not be admitted into the Facility.
3. Visitors are not allowed to bring purses, pocketbooks, fanny packs, cameras, or cell phones into the Facility.

**VISITOR EXPECTATIONS/CHILD CARE:** Each Resident is responsible for the behavior of the people visiting them, including children. The Facility does not provide baby sitting services & is not responsible for the safety of the children who are brought into the Facility for visitation. In addition, other Residents are not expected to supervise the children who are part of your visit. Residents and visitors are not allowed to kiss, fondle, caress, or display any other behavior that is of an intimate nature. All visitors are expected to comply with the Facility rules & regulations. Firearms, weapons, cameras, purses, food items, or cell phones are not to be brought into the Facility or onto the grounds. All visitors are subject to search. In addition, visitors are not allowed to bring any personal items or money for Residents on visitation day. Personal belongings for Residents can be dropped off during normal business hours 9 am until 5 pm seven days a week and directly following visitation at the front door. ***NO EXCEPTIONS!*** Any item not listed on the Personal Property Inventory list will not be accepted and all items must arrive in unopened containers. In addition, any "baby diaper bags" will be searched and must be stored in the Program Monitor office.

## DRESS CODE/PERSONAL HYGIENE

**DRESS CODE:** The dress code at CONEWAGO POTTSVILLE is considered casual. Residents are free to choose the types of clothing that they will wear. This clothing will be appropriate to the therapeutic community. Clothing that is considered offensive or excessively soiled will not be allowed. For safety & sanitation purposes, each Resident is required to wear a shirt & shoes at all times. Clothing with logos related to drug or alcohol use WILL NOT BE TOLERATED. Hats will not be worn indoors, nor will tank tops, or sleeveless shirts. Flip-flops may be worn only in your personal room. Sunglasses will not be worn indoors unless medically approved per the Medical Staff. Residents must be fully dressed, including shoes or sneakers (no slippers) when present in the dining room, office areas, common areas, or front lobby.

**PERSONAL HYGIENE:** Residents are required to shower daily for the purpose of maintaining good personal hygiene. Personal items such as shampoo, deodorant, soap, etc. will be given to you upon arrival.

**Hair Clippers:** Hair clippers are to be surrendered to Program Monitor Staff and may not be used during your stay. A barber is available to cut Residents hair at a reduced fee. The barber schedule can be obtained from a Program Monitor.

### FOOD SERVICES/KITCHEN PROTOCOL

**FOOD SERVICES:** During the initial intake process, Staff will inquire whether there are any special diet needs due to medical or religious reasons. A "Special Diet Request" form will be filled out at that time & given to the Food Service Supervisor &/or the Clinical Staff. Meals are provided free of charge. Breakfast, lunch, and dinner are served daily, and brunch is served on weekends.

**MEAL TIMES:** Meal times are posted throughout the facility. Staff will make announcements over the intercom system at the beginning of each meal. Residents have 30 minutes to complete each meal. Accommodations will be made for the medically documented diets. Residents are prohibited from taking food & drink items from the food service area. Snacks are permitted in the evening and will be distributed by the Program Monitor Staff. In order to ensure sanitation and safety, snacks are not permitted to be stored in the Resident rooms or personal storage areas. Food or drink items must be consumed in the food service area or designated lounge area only.

### LAUNDRY

**LAUNDRY:** CONEWAGO POTTSVILLE provides coin-operated laundry machines. There are laundry services available to Residents who are indigent & have absolutely no source of income. Upon arrival, Residents are provided with linens. Linen will be washed on designated wash day. Laundry may only be done on free time or during social time as per the posted detailed daily schedule. CONEWAGO POTTSVILLE provides linen detergent. Residents are not allowed to bring their own linen, detergent, including liquid bleach, into the Facility. Residents should report any damage of linens or other property to Staff immediately. Residents may be held financially responsible for damage to CONEWAGO POTTSVILLE property.

### MAIL

**MAIL:** Mail is allowed to be sent out & is received daily. Residents are not permitted to access the mailbox. All outgoing mail must be given to a Staff member to be sent out. All incoming mail is distributed daily in the Program Monitor's office. Mail must be opened in front of a Staff member. Any materials deemed by Staff to be pornographic in nature will be confiscated. Residents are not allowed to receive mail from State Correctional Institutions, Detention Facilities, or other centers without written authorization. Authorization must be received from the

individuals in charge of both the Facility of mail origin and the Facility of mail receipt and include the rationale for approval. Indigent Residents may request postage allowance to maintain community ties. Community ties include family, personal friends, and others, but not privileged communications to attorneys, public officials, and courts.

## TELEPHONES

**PAY TELEPHONES:** Pay telephones are provided for Resident's use. Telephone usage cannot interfere with scheduled Treatment Program events. The pay telephones may only be used during free time or as permitted by Staff. A schedule of times that the pay phones cannot be used is posted in the Facility. The last call must be made no later than 10:45pm. The pay telephones are located in the lounge area. Since the use of telephones is a privilege, there may be times when Residents are restricted from making telephone calls due to irresponsible behaviors or lack of focus on treatment issues. Residents are not allowed access to 1-800 numbers or the use of calling card or collect calls.

**CELL PHONES/BEEPERS/WALKIE-TALKIE DEVICES:** Residents are not allowed to possess or use cell phones, beepers, walkie-talkie devices or any other electronic device designed for communication.

## RECREATION

**SOCIALIZATION ACTIVITIES:** An important part of recovery is establishing a balance of leisure & social time. To assist Residents in developing these activities, CONEWAGO POTTSVILLE offers a variety of social activities. These activities include puzzles, videos, games, cards, television, community service, etc. It is important to remember that these activities are not designed to be competitive in nature. Should an outdoor activity be scheduled, visitors are not allowed to meet or have any contact with the Resident. Should an unauthorized meeting with a visitor occur, the social activity will be immediately canceled. All Residents participating in any physical exercise must follow the counsel of the Medical Staff. CONEWAGO POTTSVILLE is not responsible or liable for any accidents sustained during the course of these activities. In addition, there are scheduled visits to outside AA or NA meetings. There are minimum requirements each Resident must meet before they will be considered to attend one of these meetings. For more detailed information on attending outside AA/NA meetings, you can speak with a Clinical Staff member.

**TELEVISION SCHEDULE:** There are several televisions available for Resident use during free or social time. A schedule for the use of the televisions is posted in the Facility. Residents are not allowed to view any movies or television programs that promote the use of drugs, alcohol, violence, nudity, or sexually suggestive material.

## FINANCIAL

**FINANCIAL:** Residents must deposit all money they receive into the "Resident Savings Account" during their stay at CONEWAGO POTTSVILLE. A budget allowance of up to \$50.00 per week per Resident can be distributed upon completing the appropriate form. As a part of Life Skills, these funds must be budgeted to last for 1 week. Transactions can be completed on a weekly basis. Request forms for weekly allowance must be completed and turned into the Program Monitor's office by Monday at noon. Financial transactions are not permitted between Residents, Residents and Staff, or Residents and Volunteers.

**MONEY TRANSACTIONS:**

- a. If a Resident is found to have more than \$50.00 in their possession at any time, it is a violation, and the excess amount is considered contraband and will be confiscated.
- b. Residents are not allowed to possess any paper bills in denominations higher than a \$20.00 dollar bill. Any resident possessing paper bills in denominations higher than a \$20.00 bill will result in having the money confiscated by Staff.

**REFUNDS:** In the event a Resident loses money in any of the machines located in CONEWAGO POTTSVILLE, refunds will not be issued.

**STORE RUN:** Store run is done every Thursday at the Program Monitors availability. Both a store list and money must be turned into the program monitor no later than 11:00 am Thursday.

**RELIGION**

**RELIGION:** CONEWAGO POTTSVILLE does not discriminate against any religion. Attendance to external religious events will not occur, however, individuals can practice their individual beliefs during free time.

I, \_\_\_\_\_, have read, or had read to me, the Resident Handbook & understand the contents of the handbook. I am willing to comply with the established rules & regulations of CONEWAGO POTTSVILLE. I acknowledge that non-compliance with the rules & regulations may result in therapeutic or disciplinary action. I further understand that violation of major rules as well as repetitious violation of minor rules may place me at risk of termination from this Facility. I am aware that if I am terminated for non-compliance with Program rules & regulations, the Facility Staff will notify my referral source as part of the discharge summary.

I have:  ACCEPTED  REJECTED a copy of the Resident Handbook.

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

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_

10/06