



Juel Fairbanks Recovery Services

Program Handbook

**806 North Albert Street
St. Paul, Minnesota 55104**

P: 651-644-6204

F: 651-644-1126

www.juelfairbanks.org

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Welcome and Introduction

Aniin, Boozhoo, Hau, Hola, Nyob Zoo, Aloha, Bonjour,

This handbook is your guide to the treatment programs', facilities, expectations, and services available to you as a program participant. All participants are treated with respect, consideration, and dignity. We understand the importance of this program in helping you achieve the recovery goals you have set for yourself. Our staff is fully committed to assisting you in that journey. We want you to succeed.

With your full participation; we strongly believe that this recovery program will lead to the discovery of a rewarding new life for you—free from the use of mood-altering chemicals. Our program is designed to help you succeed in making lasting positive changes in your life.

Progress toward recovery will require steadfast efforts on your part—as you work with staff and apply program recovery practices. We take our responsibility to you very seriously. Care is taken to ensure the services you receive in the program are of the highest quality possible. We sincerely encourage and empower you to actively participate in all areas of your recovery and all decisions regarding your treatment. Your active participation is critical to your success.

Our program is unique in its approach to integrating cultural elements into program services. Inclusion of these elements is done in a respectful and relevant way to strengthen identity, pride and spirituality into your recovery work. Our program also guides development of physical, emotional, cultural and spiritual growth.

Please read the enclosed information carefully. Ask questions. We want you to be informed and involved in your recovery program. This handbook contains information about our program as well as policies and procedures that govern your participation in our program.

Welcome!

*Michelle Kellum
Executive Director*

Juel Fairbanks Recovery Services Facts

Juel Fairbanks Recovery Services (JFRS) emphasizes aftercare, community ancillary services and employment services. The following are provided:

- Alcohol and Drug Counseling
- Life Skills training (socialization, living skills, stress management, well-being)
- Group Counseling
- Individual Counseling
- Anger Management
- Relapse Prevention
- Case Management
- Therapeutic Recreation
- Employment and/or Educational Counseling

The treatment program serves Native American males and other underserved populations eighteen (18) years of age and older who have been diagnosed with a substance use disorders. Our campus is located in a quiet and safe area of Midway-St Paul. We are conveniently located near public transportation access. The program is staffed twenty-four (24) hours per day. All programs comply with the State of Minnesota Department of Human Services regulations.

This handbook provides rules and regulations that apply during your participation in programs at JFRS. (Other rules may apply or change that are not outlined in this handbook). You are strongly encouraged to read this handbook and discuss the rules with your assigned counselor.

You will receive an orientation and a comprehensive chemical assessment; completed by your Licensed Alcohol and Drug Counselor. With the guidance of your counselor, you will develop a treatment plan that provides for the involvement of your family and other people you feel are important to the success of your treatment.

JFRS knows many struggle with other issues brought about or magnified by active use. The program recognizes there may be co-occurring mental health and substance use. Through coordination of care and on-site providers, JFRS is able to assist participants in obtaining accurate and up-to-date diagnosis and referrals for mental health services. Program staff receive required training pertinent to co-occurring diagnosis along with other issues important to enhancing the quality of the program and minimizing the risk of abuse.

Periodic updates to schedules and policies may occur without written notice.

Treatment Services

Residential Treatment Program

The Residential Treatment Program is a medium-intensity ninety (90) day treatment program.

Our program offers a wide range of services to men who are working on living their lives free of alcohol and drugs.

Program participants are expected to attend group counseling sessions and 1:1 individual counseling sessions. Recreational therapy and four (4) community-based support group meetings complement counseling work.

In this program, Licensed Alcohol and Drug Counselors provide all treatment services. Individual counseling focuses on treatment planning and aftercare coordination.

Referrals are available for medical and mental health needs.

Acupuncture is also available.

Outpatient Treatment Program

In the Outpatient Treatment Program participants are expected to attend thirty-three (34) sessions four (4) days a week Monday, Tuesday, Wednesday and Thursday from 9:00 AM to 12:00 PM. Then seventeen (32) sessions for three (3) days per week on Monday, Wednesday and Thursday; for a total of two hundred (200) hours.

The program features a professional staff that specializes in working with individuals who struggle with a substance use disorder.

The program consists of group counseling sessions and 1:1 individual counseling sessions. Group counseling sessions focus on building relapse prevention skills, community supports, improving communications, improving relationships, and promoting physical health and well-being. Individual counseling sessions focus on treatment planning and continuing care planning.

Participants are expected to attend community-based support groups.

Total length of stay is based on individual treatment progress.

Housing Support

The Housing Support program, formerly known as Group Residential Housing, provides twenty (20) beds for males 18 years or older. The program provides supportive sober living, meals, and additional services as needed.

Participants who complete our Residential Treatment Program are given preference to enter the Housing Support program.

Participants work with a case manager who assists them in setting goals such as; gaining permanent housing, developing life skills, education, and employment.

Wellness is also encouraged. Participants receive support in setting and keeping medical, dental and psychological appointments.

Participant's eligibility is based on medical necessity. The typical stay lasts approximately six months.

Participants are expected to attend individual 1:1 sessions with the Housing Support Case Manager. Participants are also expected to participate in specific group sessions. Participants in the Housing Support Program are required to attend four (4) community-based support groups per week.

New rules may apply after a participant has completed all treatment services and is utilizing the Housing Support only program. See Housing Support Case Manager for further details.

The program operates under the guidance of a Housing Support Case Manager, a LPN, and a RN Consultant. The Housing Support program is monitored 24/7 by Chemical Health Technicians.

Cultural Services

We provide extended treatment services and cultural activities to further develop your recovery tools and help you make a successful and chemical free transition back into your community.

With over 46 years of experience helping the community, our facility offers a comfortable and safe place for Native Americans, as well as other underserved populations, to recover.

With the use of culturally specific programming, we focus on helping individuals overcome substance abuse and guide them to positively enhancing their physical, mental and spiritual wellness.

Program Goals

- Develop relapse prevention skills to maintain abstinence.
- Develop knowledge and actively participate in a recovery program.
- Develop coping skills for positive mental health.
- Improve relationships with others.
- Improve problem solving skills using rational thinking and positive communication skills.
- Exhibit responsible, respectful, and law-abiding behavior.
- Develop sober and social support network and sponsorship.
- Have established community support services to continue growth and independence in recovery.
- Develop understanding and enhance spirituality practices.
- Increase skills for self-sufficient, sober living through preparing for employment or continuing education.
- Secure safe housing.

House Rules and Expectations

You may be written up or discharged if any program rules are broken.

1. There is zero tolerance for use of any mood-altering substance that is not prescribed and monitored by a medical professional, either on the premises or off the premises. Participants are not allowed to use narcotic medications while in the program. All medications must be turned in immediately and dispensed by staff at designated medication times.

If you are using drugs or alcohol, or improperly obtaining and using prescription medications, you will be immediately discharged from the program. If you want to continue treatment services, staff will coordinate a transfer to a higher level of care.

2. Program participants are subject to receive random supervised urinalysis and breathalyzer tests regularly.

JFRS partners with a lab that provides extensive urinalysis. We test for over 150 different substances and receive detailed results outlining the level of use.

All program participants are subject to a supervised urinalysis and breathalyzer tests upon admission.

Refusing to submit to a UA or BA will be considered a positive result and will be subject to discharge.

3. There is zero tolerance for physical or verbal abuse of staff or other program participants. If you are abusive, you will be immediately discharged from the program. Swearing is not tolerated; individuals observed swearing at any time are subject to a write-up.
4. There is absolutely no chewing tobacco or E-cigs allowed in JFRS buildings or grounds or while attending a JFRS sponsored outing. There is absolutely no use of tobacco products allowed in JFRS buildings. Hand rolling tobacco must be done outside. If you are caught smoking in a JFRS building, you will be discharged.

The gazebo and picnic table areas are designated for smoking. You will receive a write up or lose smoking privileges if you do not follow the smoking agreement. Participants are not allowed to sit on the front steps and smoke. Do not throw cigarette butts on the ground, discard in ashtray. Please do not sit on gazebo railing.

If you are caught with an e-cig you will be put on a 1-week restriction. If you are caught a second time you will be discharged from the program.

5. Chores will be assigned while you are here. Your chore will be checked off by staff daily. Staff can request that you complete the chore again if it is not done properly. Chores not completed will result in a write up.

Morning chores should be completed by 8:00 AM. No going to group late or missing group due to completing a chore.

6. All appointments need to be scheduled outside of group hours.

All program participants are required to attend all scheduled groups, 1:1 counselor sessions, and in-house meetings. The only exception is an advance excuse to meet with your health care worker, social worker or probation/parole officer.

Any missed groups or 1:1 counselor sessions must be made up within that week. An unexcused absence will result in a weekend restriction to the grounds.

Plans to go off the premises must be reviewed by a staff member prior to leaving the premises. Staff will approve your appointments by initialing the sign out sheet. You must call and check in with staff if you are gone longer than 4 hours.

7. Spending time with family/friends is a weekend only activity. Visits to Walmart/Target, or the mall are also weekend only activities. This includes; the Mall of America, Rosedale, Woodbury, and Harmar, etc.

The weekend begins at 3 PM on Friday and ends at 8 PM on Sunday. Clients can sign out at 8am but must return prior to curfew. Clients must call and check in every four (4) hours. This includes time for work and school. If you return late for curfew, you will receive one of the following consequences:

1-5 minutes late = a write-up

6-29 minutes late = 1 day of weekend restriction the following week.

More than 30 minutes late = Full weekend restriction the following week.

All new clients are on an initial 14-day restriction before being able to leave the grounds.

8. Program participants are not allowed to work in liquor stores, go to the plasma centers, panhandle, bars or go to casinos while at JFRS.
9. Program participants are not allowed to sleep while doors are locked or during group hours. Participants are not to lay on the furniture or floor at any time. Please do not put your feet on the furniture.
10. Program participants are not allowed to consume energy drinks, Kratom, CBD, or any other over the counter mood altering substance.
11. No basketball playing after 9:00 PM; no music playing on the basketball court.
12. There is a game room available in the administrative building from 4pm-10pm during the week and 8am-11pm on weekends. Staff will monitor the room regularly. Please follow all posted rules.
13. Program participants who do not return to the facility by curfew will be considered AWOL and the Executive Director will be notified immediately.
14. When riding in a program vehicle, you are required to always wear your seatbelt. There is no tobacco use, eating, or drinking allowed in our vehicles unless experiencing a medical emergency.

Group Rules

- Group begins on time. Please come to group prepared with your assignments, notebooks, and pen.
- Once group has begun you are not allowed to leave group until its conclusion. Bathroom use should be limited and taken care of before group starts or during breaks. If you have a bathroom emergency, please quietly leave the group and return immediately.
- Cell phones are not allowed in the group room. Please turn your phone in at the front desk before group begins. It will be returned after group is completed. If you access your phone during breaktime, it must be returned prior to group starting again. Any phone that goes off will be taken for a 24-hour period. You can not be given permission to have your phone during group for any reason.
- Groups are confidential. You should never take something that is said in a group outside to the community.
- Please do not cross talk. It is disrespectful and interrupts the group process.

- You are not allowed to sleep in group or lay your head on the table. You also cannot hide in your hoodie or under your hat.
- Everyone is expected to participate in group. Please be respectful when others are talking, wait your turn, and try not to dominate the discussion.
- Beverages are allowed in group if they are in a container with a closed top. Food is allowed but must not disrupt the group process. The last part of group will be spent cleaning up the group space. If any accidents happen during group, please clean up appropriately and immediately.
- Please do not wear sun glasses or headphones during group, even if they are turned off.
- All groups are mandatory, please schedule all appointments around your groups.
- If you are late to group you will receive a write up. If you are late due to taking a UA, please communicate that with the group facilitator.
- If you miss a group unexcused, you will be restricted to the grounds for the weekend.
- Please keep swearing to a minimal. No racial, homophobic, or gender derogatory comments allowed. All feedback and comments need to be respectful.
- Do not go in the kitchen area or cabinets in the group room.
- Do not lean back in chairs. It will damage the floor and chairs. It is also a safety concern.
- At the end of group all materials must be picked up and chairs pushed in.
- Smoking is not allowed in any group setting including outside groups.
- If you have an appointment during group time, please advise the facilitator.
- Groups will conclude as outlined on your schedule. Breaks are at the discretion of clinical staff.
- Do not hang anything up on the walls or remove any postings.

Scheduling Medical Appointments and Medication

All prescribed medications and over-the-counter medications are turned over to JFRS staff upon admission into the program and dispensed by staff at medication times. Discontinued and abandoned medications will be destroyed. Any controlled substances that JFRS does not allow will be destroyed.

The Licensed Practical Nurse assists residents in scheduling medical appointments and monitors medications. With guidance, residents learn life skills in managing their medical and medication needs.

Anytime residents go to an urgent care clinic, emergency room, or are seen by a medical professional, they must come back with a signed physician communication form indicating purpose of visit and any follow-up recommendations. Program participants in all programs will be expected to sign a release of information for all outside providers.

Medication times are as follows 6:30AM, 12 Noon, 5 PM and at bedtime. You agree to take medications as directed and to be on time to take your medication at these time periods only. Medications will be packaged for individuals going on pass or attending an

approved appointment that conflicts with medication times.

Due to COVID-19 practices, many appointments are conducted via Zoom or other telemedicine platforms. Please notify your counselor and the nurse of all scheduled appointments. You will be given a private space to attend your appointment.

Contraband

The following items will be taken and stored until you leave the program.

- Products containing alcohol
- Aerosol Sprays
- Cologne
- Pornographic material
- Clothing w/ inappropriate messages
- Candles/incense
- Televisions
- Gaming devices
- E-Cigs
- Tools
- Scratch offs/lottery tickets
- Laptop
- Computers
- Large speakers

Illegal items will be given over to law enforcement or disposed of appropriately.

- Drugs/drug paraphernalia
- Weapons
- Gang related material

Cell Phones

Please limit cell phone usage. Cell phones must be set to vibrate in all buildings. Cell phones and smart watches are not allowed in group rooms. Please use cell phones in an area where you will not disturb others. Cell phones must be turned off completely by lights out. If you do not abide by this rule your cell phone or smart watch will be taken and stored for twenty-four (24) hours. Please do not use your camera on your phone while on JFRS property. Please do not have your phone on speaker when engaging in conversations.

Dress Code and Hygiene

Dress Code

- All program participants must be dressed appropriately.
- All summer clothing must be appropriate, no bathing suits, or short shorts are allowed.
- Clothes and shoes must be worn at all times.
- No hoods up during groups.
- Dark glasses are not to be worn during meals or groups.
- No gang colors or paraphernalia.
- Pants cannot be worn around the buttocks nor underwear showing.

Hygiene

- All program participants are expected to maintain proper hygiene daily, (bathing, showering, etc.).
- Absolutely no grooming of hair, clothes or self in the common areas. All grooming should be done in your room or bathroom.
- Haircuts are allowed in laundry rooms or outside only; always clean up after yourself.

Room Maintenance

- All clothing must be washed and dried upon admission.
- You are expected to clean your living area every day, take out trash, make your bed, clean your area, and hang up clothes. Cleaning instructions are posted in each room. Please be courteous of your roommates by maintaining house rules regarding proper hygiene and cleanliness.
- No personal bedding, pillows, towels are allowed; unless they are new with a receipt and in their original packaging.
- All laundry and bedding are required to be exchanged once every week. Towels are exchanged twice weekly.
- Plastic covers must be left on mattresses.
- No tools or exercise equipment are allowed to be stored in your room.
- Changing rooms without counselor approval is not allowed and will result in a write-up.
- Cellphones with headphones may be used in your room in the evening or weekends, they must be turned off at lights-out.
- Charging chords and other electronic plugs should not be left plugged in when they are not in use.
- Program participants are not allowed in other resident rooms without their permission or presence. You are not allowed to go onto a floor you don't live on.
- Program participants are not allowed to move between buildings that they do not live in.
- Eating and drinking are not allowed in your room or TV areas of the facilities. Water is the only drink allowed in your room at night. All food must be stored in your plastic bin with the top on it.
- Program participants are not allowed in rooms between 8 AM – 3 PM Monday – Thursday and 8 AM – 1 PM on Friday; unless you have staff permission and a valid reason for going to your room.
- Headphones must be used at all times when listening to music including your room, outside, or in common spaces.

Write Ups

Write-ups are a consequence for not following house rules and expectations; such as not completing a chore, coming in late to group, inappropriate dress, etc.

- One (1) write up =lose 2 hours of pass
- Two (2) write ups = lose 4 hours of pass
- Three (3) write ups = lose 1 day of pass
- Four (4) write ups= weekend restriction

If you receive a write up while you are on restriction, the loss of pass time will begin once you are off restriction. Any write ups that exceed five will be carried over to the next week. If clients receive multiple writes, the week they are scheduled to discharge, it can lead to the client be discharged early at staff request.

Reward System

JFRS staff enjoys recognizing and rewarding positive behavior. Each week during Super Clean, rewards are given to a client who has gone above and beyond in cleaning his room or assigned chore. Rewards are presented as a certificate which allows an extra 2-hour pass to use during the week for activities typically approved for weekend time only. These rewards can also be given for other reasons such as helping peers, volunteering for additional chores, or other acts of kindness, at the discretion of JFRS staff.

- Rewards can only be used the week they are received.
- Rewards cannot be transferred to another peer.
- Rewards cannot be added to addition to other sign out privileges.

Mornings

- All program participants must be up by 6 AM, bed made, room cleaned and out of the room by 8:00 AM. Showers and baths must be completed by 7:30 AM and 10:00 PM. Baths and showers are not to be taken during the hours of 7:30 AM and 3 PM unless prior approval is granted.
- Breakfast, chores and medications will be completed by 8 AM, Monday—Friday.
- You will not have access to your room so, please be sure to take what you need for your day and store it in your assigned locker.

Weekends

- All program participants must be up to take their morning medications at the same time as weekdays.
- All program participants must be up at 8:30 AM Saturday and Sunday, complete breakfast by 9 AM, and have all morning chores completed immediately after breakfast.
- The remainder of the day is considered a leisure day, but all chores assigned must be completed as a normal day.
- All AM chores must ne completed prior to signing out. If you have a later chore and will be gone, you must get chore coverage prior to leaving for the day.

Curfew

- Monday through Thursday, curfew is 10 PM. Friday and Saturday, curfew is 11 PM. Sunday curfew is 8 PM.
- Sunday through Thursday, lights are out at 10:30 PM. Friday and Saturday, lights are out 1:30 AM.
- The Chemical Health Technician (CHT) will lock the doors at curfew, seven (7) days a week.
- You are not allowed to go outside and smoke after doors have been locked.
- Program participants are not allowed to unlock the doors after curfew, unless during a fire drill or emergency.

Program Participant Communications

- If you need to make a private call you may ask staff to use the phone. No long-distance calls unless approved by your counselor/case manager.
- Telephone messages will be taken by staff for program participant and posted on a bulletin board by the tech office in the residential building. Staff will not be responsible for your message once they are posted.
- Mail is posted in the residential building; do not call or go to the administration building for mail. Mail is not available on weekends or weekday holidays.
- If you receive mail after your discharge, it will be returned to the sender. JFRS does not hold mail. Please make arrangements with the post office to have your mail forwarded to your new address.

Valuables and Personal Belongings

- Do not leave valuables, money, bus cards, ATM cards or wallets in your room. JFRS does not assume responsibility for lost or stolen articles.
- No electronic devices besides cell phones and tablets are allowed at JFRS. Students may ask for exception if actively attending school.
- If you leave the program without proper discharge/completion of the program you're expected to take your personal property. Your personal belongings will be stored for thirty (30) days and will be destroyed after that. It is your responsibility to retrieve your personal belongings during business hours Monday-Friday 8 AM to 4 PM.

JFRS is not responsible for any lost stolen or damaged items.

Television Privileges

- Main dining room television is on during breakfast/lunch and any time after 3 PM.
- You may watch television between the hours of 3 PM and 10 PM in the common areas of the houses during the week. You may watch television on weekends throughout the day until 1:30 AM.

Laundry

- Monday through Friday laundry facilities are available only from 6 AM to 8 AM and 3 PM to 10 PM daily.
- Weekends, program participants may do laundry throughout the day until 10 PM.

Kitchen and Meals

- The kitchen is off limits unless performing a specific chore.
- Refrigerators located in common areas are for program participant use. Please label and date all food. Only use the fridge in the house you live in.
- Meals will only be saved if preapproved by counselor/case manager due to school, work, or appointment.
- Only the cook or technician on duty are allowed in the refrigerator or freezer in the kitchen.
- Program participants are not allowed in any of the food storage areas in the basement or kitchen.
- All meals must be eaten at mealtimes. You cannot save food for later. Any food found saved, will be thrown away.
- Program participants are not allowed to cook at any time. All meals are prepared by the food manager and assistant cook. Meal times are, breakfast 6:45 -7:15AM, lunch 12-12:45 PM and dinner 5-5:45 PM.
- Going into the kitchen without permission is grounds for discharge.

Visiting Privileges and Hours

- New program participants are not allowed visitors for the first fourteen (14) days; except with physicians, social workers, caseworker, and parole/probation officers.

Visiting Hours are:

Friday 7 PM—9 PM

Saturday and Sunday 11 AM—3 PM

- All visits take place in the dining area at the Residential Building. (Brick Building) or designated smoking area only. No visitors are allowed in any other area of the JFRS grounds.

- Visits are a privilege and may be terminated or modified by JFRS staff at any time. It is imperative that all visits are for constructive purposes beneficial to program participants. Remember, this is a recovery center with specific purposes, rules, responsibilities, and goals best understood through good communication.
- Visitors are expected to follow JFRS rules and to be sober when visiting program participant.

ABSOLUTELY NO SEXUAL OR INTIMATE CONTACT WITH VISITORS

Drop Offs

Items can be dropped off with pre-approval from your counselor during business hours of 8am-4pm, Monday-Friday. Please tell your family/friends to call 651-282-0469 once they arrive to the facility. The Technician must obtain and check all items prior to giving you access to them. Clients are not allowed to have contact with family during the drop off. Clients are only allowed 1 drop off per week.

Personal Vehicles

Program participants are allowed to drive a vehicle at JFRS if they meet the following requirements:

- You must have a valid Minnesota driver's license or a current license from another state and be in the process of changing it to a Minnesota license. Address change is required by law within thirty (30) days of move.
- A copy of your valid driver's license will be kept in your file.
- You must have valid and current proof of vehicle insurance; which must be presented at admission. A copy of your proof of insurance will be kept in your file.
- If the vehicle does not belong to you, you must provide a written statement from the legal owner of the vehicle who is giving you permission to drive it. A copy of the written permission document will be kept in your file.
- You absolutely cannot give other JFRS program participants rides in your vehicle. If this rule is not followed it could result in a write-up and loss of vehicle privileges.
- Your vehicle must be parked on the street during business hours. Do not park in the JFRS unless given permission by Executive Director
- JFRS accept absolutely no responsibility for your vehicle.
- When on grounds, turn in your vehicle keys to the CHT on duty.
- If you are caught hiding your vehicle in the neighborhood, you will be discharged immediately.

Absence and Pass Time Limits

The process for requesting leave from JFRS campus is managed in several ways:

1. Sign Out from Campus:
 - A. The CHTs manage a sign out sheet. It is necessary to visit them in person to request leave from campus.
 - B. Counselors must approve all appointments, court dates and confirm participant scheduling.
 - C. The CHTs are trained to enforce limits on program participant outings. They will use the following table. Exceptions to these types of leave must be pre-approved by the counseling staff.
 - D. Specify where you are going; a phone number and address is required.
 - E. Activities such as; walks, bike rides, store, and YMCA/gym are allowed only outside of group hours.
 - F. Program participants must sign back in upon returning to the campus and check-in with a CHT.
 - G. Clients are only allowed to go on walks or bike rides twice a day and cannot sign out for back to back outings.

| Purpose | Time Limit |
|----------------|--|
| Speedway | 45 minutes (must return w/receipt) |
| Library | 2 hours |
| Job search | 2 hours (must return w/verification) |
| Walk | 1 hour |
| Bike Ride | 1 hour |
| Meetings | 3 hours (attend locally, unless w/staff) only allowed once a day |
| YMCA/Gym | 3 hours (must return w/verification) only allowed once a day |
| Pharmacy | 45 minutes (must return w/meds) |

Program Plan and Phases

Please see schedule of weekly mandatory meetings and groups

Phase I-Intake Process and Evaluation

Each program participant entering the program will be screened for intoxication or withdrawal and complete a urinalysis and breathalyzer testing to determine if the program participant is in need of medical intervention. Some program participants may need medication assistance to prevent withdrawal from interfering with early recovery. Referrals to appropriate agencies will be provided if medication assistance or medical monitoring is needed. Phase I is established to allow the program participant to complete intake, admission, and orientation in a safe and supportive manner. This is an opportunity for the resident to become familiar with the program guidelines and requirements without distraction from the outside community.

1. Program admission, intake and orientation.
2. Facility tour and bed assignment.
3. Meet counselor and complete initial paperwork.
4. Program participants will be on grounds restriction for 14 days.
5. Program participants may have items dropped off with prior consent from counselor or case manager. Program participants should not retrieve their items from vehicles parked on the street.

Requirements

1. Meet with counselor as needed to complete all paperwork.
2. Attend all house groups and meetings.
3. Complete initial assignments and present in group.
4. Establish goals to complete while in the program.
5. Apply for financial and medical assistance with staff
6. Complete assigned house chores.

Phase II-Developing Recovery Skills

Phase II is the most active and engaged experience of your treatment program. During Phase II, the program participant will be educated and develop an understanding of the negative effects of substance use on their lives, health, and relationships. Individuals will work on improving their self-image and learn healthy coping skills that are vital to life-long recovery. Program participants will actively participate in cultural programming and community support resources. Phase II includes referral and scheduling of mental health evaluation and individual therapy services, a minimum of fifteen (15) hours of group therapy per week, and a minimum of one hour of individual counseling weekly. Specific guidelines are outlined below.

1. Attend in-house and community-based support groups four (4) times per week with proof of attendance handed into counselor or case manager at weekly one-to-one sessions. There are four (4) in-house support group meetings, program participants must attend at least one (1) weekly. Fellowship can be approved one time per week with counselor permission.
2. Attend all groups, arrive to group on time prepared, and with assignments completed. If any groups are missed, check with group facilitators to obtain any missed assignments and schedule a make-up group.
3. Meet with counselor or case manager weekly, and/or as needed to review and update treatment progress and goals.
4. The nursing staff will assist program participants to obtain and schedule intake/check-up with primary physician, psychiatry, or locate appropriate providers. Schedule appointments outside of group hours.
5. Be actively engaged in your recovery program, both on and off-campus.
6. Complete treatment plan assignments as provided by your counselor.
7. Obtain a sponsor and maintain regular weekly contact.
8. Actively participate in all facility programming and follow all guidelines.
9. Begin seeking opportunities for housing.
10. All program participants returning to the facility from the community agree to have their belongings inspected by staff. This includes trips to the store, home visits, appointments, etc. Anything brought into the facility must be inspected by staff, must be new, and have purchase receipt.

Phase III-Recovery Management

Phase III is the opportunity to put all the skills and tools obtained into action. By integrating specific treatment goals into everyday living, program participants are able to practice using the skills they have developed in Phase I & II while in a supportive environment. The program participant should be able to communicate assertively, participate in service opportunities in the community, and be able to clearly articulate their relapse triggers and warning signs. Guidelines for Phase III:

1. Begin the process of seeking employment or continued education (unless on disability), develop a resume' and cover letter, and be able to complete common employment forms & documents.
2. Program participants who desire to further their education will begin the process of application and admission into their school of choice. Staff will assist in this process as needed.
3. Begin working on discharge plan and goals that address housing and financial stability.
4. Begin seeking opportunities for employment; after forty-five (45) days of

treatment.

5. Continue weekly treatment plan review progress and schedule discharge date.
6. Maintain attendance and active participation in all aspects of the program, daily living skills, group, and meetings.
7. After forty-five (45) days in the program, program participants who have demonstrated a solid recovery program, achieving treatment goals, and following all program guidelines will be eligible to advance to Phase IV.

Phase IV-Transition to Community and Continuing Care Planning

Leaving the supportive environment at JFRS and re-entry into independent living can be a very stressful time for individuals in recovery. In Phase IV, counselors and staff put every effort into ensuring that the individual has all necessary services in place. Each program participant advances to Phase IV according to individual progress and is determined by clinical staffing recommendation. Guidelines for Phase IV:

1. Program participants will provide mentorship and peer support to new program participants entering the facility.
2. Continued attendance and participation in in-house and community-based support groups and actively working with sponsors.
3. Program participants should secure housing and step-down treatment programming.
4. In the final week of Phase IV, the individual and counselor will discuss Continuing Care, according to the individualized needs of the program participant.

COVID-19 Guidelines

We understand that COVID-19 has impacted many people in a variety of ways including an increase in substance use and mental health concerns. JFRS is working hard to protect our clients from exposure and spread of the virus. To do so, we need to adjust how we are delivering treatment services and add additional safety measures when there is a positive case of Covid -19.

1. All clients must wear face coverings when they are outside of their room or a private office. You do not need to wear a mask when eating, drinking or outside. Masks will be required until cleared by Executive Director.
2. All meals are to be eaten in your house of residence.
3. Please sanitize your hands every time you enter a building.
4. Staff will take and log client temperatures, monitor symptoms, and test daily.
5. Please wash your hands frequently with soap and water for at least 20 seconds and cover all coughs and sneezes.
6. If you are feeling ill, please notify staff immediately.
7. Please do not share cigarettes or drinks with other clients.
8. Please stay at least 6 feet away from other clients.

9. Please avoid touching other clients.
10. All admitting clients will receive a rapid COVID test and have symptoms monitored for your initial three days of admission.
11. If you start to feel COVID-19 symptoms you must report to staff immediately for further evaluation.
12. Clients who are on quarantine will have a separate designated smoking area and are not allowed to interact with other non-quarantined clients.
13. All quarantined clients must wear a mask when leaving the building.
14. If a client tests positive for COVID-19, medical staff will create a care plan for participation in treatment services.