



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. 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 hope you will actively participate in all areas of your recovery. 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!

*Jan Lindstrom
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
- Rehabilitation Services
(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 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 illness 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, daily meditation, 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.

Individual sessions with a consulting psychologist is available.

Acupuncture is also available.

Outpatient Treatment Program

In the Outpatient Treatment Program participants are expected to attend thirty-three (33) sessions four (4) days a week Monday, Tuesday, Wednesday and Friday from 9:00 AM to 12:00 PM. Then seventeen (17) sessions for two (2) days per week on Tuesday and Friday; for a total of one hundred and fifty (150) hours.

The program features a professional staff that specializes in working with individuals who suffer from 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.

Participants can stay 30 days up to two (2) years. 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 Outpatient Treatment 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.

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

All program participants are subject to a supervised urinalysis and breathalyzer tests upon admission. Any resident testing negative for alcohol or drugs will be placed on a ten (10) day grounds restriction.

Any program participants testing positive for alcohol or drugs upon admission will be placed on a thirty (30) day grounds restriction, rather than a (10) day grounds restriction.

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. There is absolutely no use of tobacco products allowed in JFRS buildings. Hand rolling tobacco must be done outside.

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.

5. Chores will be assigned while you are here. Your chore will be checked off by staff. 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 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.

The only reason for you to be gone all day is for work or school. When you are gone more than four (4) hours you must call in at least every four (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. If you are approved for a weekend overnight pass, the hours are from 3 PM to 3 PM the following day. [Example: you must be back at 3 PM Saturday, even if you leave later than 3 PM on Friday]

8. Program participants are not allowed to work in liquor stores, go to the plasma centers, panhandle, or go to casinos while at JFRS.
9. Program participants are not allowed to sleep during group hours or to lay on the

furniture at any time.

10. Program participants are not allowed to consume energy drinks.
11. No basketball playing after 9:00 PM; no music playing on the basketball court.
12. Program participants who do not return to the facility by curfew will be considered AWOL and the treatment director will be notified immediately.

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 7 AM, 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.

Contraband

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

- Products containing alcohol
- Aerosol Sprays
- Cologne
- Clothing w/ inappropriate messages
- Candles/incense
- Televisions
- Electronic devices
- E-Cigs
- Tools

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

- Drugs/drug paraphernalia
- Gang related material
- Weapons
- Pornographic material

Cell Phones

Please limit cell phone usage. Cell phones must be set to vibrate in all buildings. Cell phones must be turned off and stored on shelf during groups. 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 will be taken and stored for twenty-four (24) hours. If a cell phone goes off during group it will be taken and stored for twenty-four (24) hours.

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 bathrooms 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. 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.
- 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.
- Cellphones with head phones may be used in your room in the evening or

weekends, they must be turned off at lights-out.

- Program participants are not allowed in other resident rooms without their permission or presence.
- 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.
- 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.

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 = extra chore
- Two (2) write ups = another extra chore added
- Three (3) write ups = no overnight pass and a weekend restriction

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 8 AM and 3 PM unless prior approval is granted.
- Breakfast, chores and medications will be completed by 8 AM, Monday—Friday.
- Please be sure to take what you need for your day and store it in your assigned cubby.

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.

Curfew

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

Overnight Passes

- Program participants are eligible for overnight passes per counselor/case manager approval. See counselor/case manager to sign up for passes. Pass requirements include attending all required programming, obtaining a sponsor and signing a release of information for destination. All requests must be completed fully or your pass may be denied. Passes are discussed on Thursday. The approved pass list is posted by 1 PM on Friday. Inquire at that time if your pass has been approved. Late returns from pass will be denied a pass the following weekend.
- Failure to comply with overnight expectations, responsibilities and restrictions may result in consequences. Consequences could range from verbal reminder, loss of privileges, and/or restriction to campus. Every four (4) hour call-ins are required while on pass. Call in before bed and when you wake up. All returns from pass are subject to receive a urinalysis and breathalyzer test.
- If you have been assigned additional duties, it is your responsibility to complete this duty before leaving the facility. Always ask staff on duty if you have been assigned additional chores/duties prior to leaving on pass. It is your responsibility to find someone to cover your chore while you are gone.

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 front entryway of the main facility. 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.

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 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.

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.
- 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.
- 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 7-7:30 AM, lunch 12-12:45 PM and dinner 5-5:45 PM.

Visiting Privileges and Hours

New program participants are not allowed visitors for the first ten (10) days; except with physicians, social workers, caseworker, and parole/probation officers.

Friday 7 PM—9 PM
Saturday and Sunday 11 AM—3 PM

All visits take place in the dining area at the main facility (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

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. Do not park in the JFRS lot at any time; we accept absolutely no responsibility for your vehicle.
- When on grounds, turn in your vehicle keys to the CHT on duty.

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.

Purpose	Time Limit
Speedway	30 minutes (must return w/receipt)
Library	1 ½ hours
Job search	2 hours (must return w/verification)
Walk	1 hour
Bike Ride	1 hour
Meetings	2 hours (attend locally, unless w/staff)
YMCA/Gym	2 hours (must return w/verification)
Pharmacy	30 minutes (must return w/meds)

Reward System

Throughout your time in the program you will have the opportunity to earn special rewards. Rewards will be determined on an individual basis.

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 upon admission as determined by staff. If resident arrives before noon on admit day, this day counts towards their grounds restriction time. If admission is after noon, restriction begins the next day.
5. Any program participant testing positive for alcohol or drugs on admit day will be on a thirty (30) day grounds restriction, rather than a ten (10) day restriction.
6. Program participants may have items dropped off with prior consent from counselor or case manager. These items are to be brought inside to the CHT on duty during designated hours, Monday through Friday, 8 AM—4 PM. 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.
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. Participate in fellowship with sober support network.
11. Depending upon progress made toward treatment goals; after thirty (30) days in the program residents are eligible for one overnight pass on Friday or Saturday, (per counselor recommendation). Passes begin at 3 PM on departure day and end at 3 PM on the following day. All weekend passes must be approved by staff.
12. 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 in to 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.