

# LifeSpring Turning Point Center Handbook

## Welcome!

We are happy to have you here at Turning Point Center (TPC) and thank you choosing us as your treatment provider!

Our commitment and our focus is directed to helping those who struggle with a substance use disorder and/or a psychiatric disorder overcome addiction and learn to cope with any psychological issues that may accompany this disease. TPC offers comprehensive and integrated treatment services individualized for your specific needs.

Our Dual Diagnosis (or Co-Occurring Disorders, as some identify it) facility at Turning Point Center is a co-ed, inpatient facility located on our Recovery Campus of LifeSpring Health Systems in Jeffersonville, IN. At our facility we recognize the importance of providing accurate information, as well as integrated, proven-effective treatment on both of these interacting conditions. Our priority and our pride is to give you the best experience and most effective tools to help you work towards a better life for yourself, which in turn positively affects those you love and those who love you.

Our staff is made up of a variety of professionals including a psychiatrist, licensed certified addictions counselors, licensed clinical social workers, qualified mental health professionals, certified and registered nurses, case managers, trained technicians, and other support staff.

Our facility includes a separate detoxification unit of four patient rooms with two beds in each room, a small lounge area and bathroom/shower areas. Turning Point Center houses two separate floors with gender specific rooms of two or three beds for men and for women. Our male clients are located on the second floor and our female clients are on the first floor. Additionally, on the first floor is a waiting area, an admissions area, a group room, a large, community room, a kitchen, a laundry room, and a partially covered patio area utilized by our clients in fair weather. This facility is designed to allow you to focus on your Recovery program for the length of your stay.

Along with providing general information about our program, the following pages will describe what you may expect from our in-patient program and as well as a description of what Turning Point Center expects of you. Upon admission, we expect you to take the time to read this booklet thoroughly and carefully in order to become familiar with the program's structure and rules. Please feel free to discuss any questions or concerns with a staff member.

Again, we welcome you to our facility, wish for you a beneficial and successful stay, and encourage you to take advantage what we hope will be a "turning point" in your life journey towards health and happiness.

## **Introducing the Turning Point Team**

Alice Maynor, LCSW: Clinical Manager

Dr. Mary Bouldin: Psychiatrist

Brittany Slider, RN: Nurse Manager

Frank Vessels: Lead Technician

Cathy Allen: Intake Coordinator

Christina Jackson, LPN: Lead Nurse

## **What to Expect On Day of Your Admission**

We understand that coming into treatment is scary and knowing what to expect can help alleviate some of that fear. Upon arriving at TPC you will meet with our intake coordinator. They will go over admission paperwork, take your picture (so our staff can identify you), and have you sign releases of information. You will receive a folder with daily schedule, TPC rules/guidelines, and various other paperwork- this is yours to keep. During this time a TPC technician will move your belongings back to your room. All of your clothes will be washed and dried prior to being returned to you.

Once intake is complete you will be escorted back into the facility. At this point a nurse will conduct a strip search and skin/lice assessment and you will be given a pair of scrubs to change into while your clothes are being washed. The nurse will also obtain your vitals, measure your weight and height and assess for any immediate medical needs. You will be required to submit a urine sample which staff will observe collection of. Then you will either meet with the therapist or admission nurse.

Admission nurse will check in any medication brought in, gather information for pharmacy, obtain your drug use history along with your medical history and go over rules/ guidelines. Nurse will contact the doctor to get orders for any needed medication. If you are admitted to detox, nurse will perform a detox assessment to evaluate level of need.

The therapist will complete an assessment. The goal of the therapeutic assessment is for the therapist to get a clear picture of who you are, how you got here, and where you want to go. The therapist will ask you about your drug use, any trauma history, past psychiatric treatment, psychiatric hospitalizations, family history, current support system, living situation, legal history, DCS involvement, current symptoms of depression/anxiety/any other symptom related to mental illness. Addiction often occurs alongside another mental illness, our therapists will assess for any co-occurring disorders. The therapist will work with you to create goals for treatment. The therapist will provide you with the names of your therapist and case manager.

## **Medically Supervised Detox**

We provide 24 hour medically supervised detoxification services lasting between one to five days. Your time in detox is dependent upon severity of your drug use as well as type of drugs you are detoxing off of. Medication is used when doctor deems it necessary. While in detox we encourage you to rest, allow your body to heal. You are not required to attend scheduled groups during your time in detox. We encourage you to ask for help, there are nurses available 24/7 to answer any questions or concerns that you will have during detox.

We recognize that detox can be uncomfortable and we are here to provide support. Taking hot showers can be helpful with aches and pains so you are allowed to take a shower anytime between 7am-11pm while in detox.

## **Residential Program**

Once you have been medically cleared out of detox you will move into our residential program. Our residential program is structured- you will be busy! You will be required to follow our daily schedule. The rules and guidelines of our program are included in this handbook. Our residential program includes therapeutic groups, Activities of Daily Living (ADL) groups, psycho-educational groups, Just for Today, AA/NA meetings, individual therapy, case management services, pharmacological management, family education group, HIV/Hepatitis screening and educational groups and structured recreational time.

### *Individual therapy:*

Your therapist will work with you to create an individual treatment plan. Your therapist is required to meet with you at least once a week for an hour. Our therapists are all Masters level professionals with extensive training on addiction and co-occurring disorders. If you need to see your therapist outside of your scheduled time please complete a request slip. Request slips are located on bulletin board on wall across from TV. If your therapist is not available you will meet with one that is.

### *Group Therapy:*

Group therapy/education is a large piece of our program and each session is important for your long term recovery therefore group attendance is not optional. Evidenced-based curriculum is used for all therapeutic groups.

### *Case Management:*

Case manager will help you obtain housing, food stamps, take you to outside AA/NA meetings, go over your relapse prevention plans, link you to outpatient services to ensure continuity of care, assist you with obtaining Medicaid/benefits, and communicate with any other providers involved in your care. Your case manager will meet with you several times a week.

### *Psychiatric & Medication Services:*

Psychiatric services are coordinated by our psychiatrist Dr. Mary Bouldin and the nursing staff. Nurses are staffed 24/7. Nurses provide education on medication and will monitor responses to medication through evaluating vital signs and symptoms. If you have any medical concerns (side effects, increase in symptoms) please tell the nurse on duty. Dr. Bouldin meets with TPC clients on Monday's and Thursday's.

### *Primary Medical Care:*

Primary Medical Care is coordinated by our nurse practitioner, Amanda Davis-Houchen and the nursing staff. LifeSpring Community Medical Services (LCMS) will provide a detailed history and physical and offer testing such as HIV and Hepatitis C. LCMS will also address any chronic disease conditions throughout the admission and address any acute illness that may arise.

## TPC Rules and Guidelines

### Behaviors that can result in immediate discharge:

1. Smoking cigarettes, e-cigarettes, pipes
2. Any kind of Aggressive Behaviors Such As: Fighting, Yelling, Putting Your Hands On or threatening staff or peers.
3. Destruction of property and/or theft.
4. Racial/sexual slurs.
5. Sexual contact of any kind.

### Your Medical Care:

1. Please do not discuss your individual medical care with other clients; discussing prescribed medication with other clients could result in discontinuation of medication.
2. All medications must be given to nurse at time of admission. All meds will be kept in nurse's station.
3. In order to respect the privacy of others only one client at a time is allowed at the nurse station.
4. All money for medication must be given to nurse and will remain locked in nurse station.

### Male/ Female Contact:

1. Physical contact between males and females will not be tolerated.
2. Writing notes to opposite sex will result in OFG and possibly discharge if behavior continues.
3. No female clients are allowed upstairs in male dorm. Any female found in male dorm will be immediately discharged. No male clients are allowed downstairs in female dorm. Any male found in female dorm will be immediately discharged.
4. ADL skills require verbal communication therefore males and females may communicate information related to/and or required to complete ADL skill/activity.

### Respecting Yourself and Others:

1. Residential clients will receive two wake- up calls daily. All hygiene, chores, and meals must be completed by 8:00am Monday-Friday; 9:00am Saturday and Sunday.
2. Clients are expected to complete daily assigned chores. Clients are expected to make their beds daily and to keep their rooms clean. Clients are allowed two pillows each for their bed.
3. Clients are expected to shower daily. Clients are expected to wash their clothes on a regular basis.
4. Please do not share your clothing with your peers. TPC is not responsible for lost or stolen items.
5. Clients are expected to wear gloves anytime they are in the kitchen or handling food.
6. Clients are expected to dress appropriately. The following items are not allowed: tank tops, leggings, shorts above the knee, yoga pants, exposed cleavage, clothing with pictures of/ references to/words related to drugs, alcohol, profanity, racism, sexism.
7. Any tattoos depicting racial/sexual slurs must be covered. Any tattoos depicting gang affiliation must be covered.
8. Clients are allowed up to five outfits and two pairs of shoes that must fit into one bag upon admission. Due to national epidemic of bed bugs, clients are not allowed to have any clothing dropped off after being admitted.

9. Unopened hygiene products can be dropped off to TPC front desk staff Monday-Friday 8:30am-4:30pm. And only 1 drop off permitted after admission
10. Clients are allowed to store toothbrush and toothpaste in their rooms. All other hygiene products must be stored in clear box and put in hygiene cabinet in community room.
11. No food or beverages are allowed in bedrooms. All food and beverages must be consumed in dining room.
12. Clients are expected to attend all scheduled groups. Clients must be excused by nurse to miss group.
13. Clients must be accompanied by staff when leaving residential area.
14. Clients are not allowed in other clients rooms at any time.
15. Clients are not allowed to move any furniture in the bedrooms.
16. Clients are not allowed to lie down on sofas. Feet are not allowed on sofas or chairs.
17. Radio volume cannot go above 36. The radio can be tuned to the following channels: 106.9, 102.3, 91.9, or 89.3. Clients are not allowed to change the channel or adjust the volume.

### **Opportunity for Growth (OFG)**

We are here to guide you towards healthy sobriety. It is our job to point out unhealthy behaviors and one way we do this is with an OFG. OFG's are given out when clients break a guideline. If you receive an OFG staff will explain reasons for OFG. You will be given a writing assignment; you have 24 hours to complete that assignment. The purpose of an OFG is to give you an opportunity to think about some of your behaviors as well as the thought processes driving those behaviors. Growth will not happen if you don't gain insight into yourself. OFG's are not punishments.

### **Activities of Daily Living (ADL's)**

Addiction robs you of your ability to complete basic daily tasks that are required to function. Brushing your teeth, preparing healthy meals, keeping your living space clean, taking a shower, doing laundry, taking medications as prescribed, and going to doctor are examples of ADL's that disappear from an addicts daily schedule. These tasks are called Activities of Daily Living (ADL's) and part of our program includes building these ADL's back into your daily routine.

#### *Daily Chores:*

Each week staff will assign a chairperson. The chairperson will be responsible for assigning weekly chores to TPC clients. Assignment of chores must be fair and consistent; TPC staff will have final approval of weekly assignments. The chairperson is responsible for overseeing daily chores. You are required to complete your assigned chore, no trading of chores is allowed. Chore assignments are posted on bulletin board next to kitchen. Each chore includes the following responsibilities:

#### **Clean tables:**

- Please wait until everything has been cleared off the tables.
- Spray the table with **Virex**.
- Wipe down the table.

#### **Sweep:**

- Use the dust mop to sweep your side of the room.

### **Spot Mop- Breakfast, Lunch, and Dinner:**

- Use **Crew** to mop up any obvious spills on your side of the room.

### **Refrigerator:**

- Throw away all saved food from previous meal.
- Use **Virex** to clean up all spills inside the refrigerator.
- Use **Virex** to wipe down the outside of the refrigerator.

### **Put Food Away:**

- Put away all covered meals that staff has saved for clients not present during meal.
- Put away condiments and any other food that has been left out.
- Use **Virex** to wipe down all the countertop areas in kitchen after all food has been put away.

### **Microwave:**

- Use **Virex** to wipe down the inside and outside of the microwave.

### **Dishes- Breakfast, Lunch, Dinner, and Snack:**

- Use the **Blue Dishwashing Detergent** to wash all dirty dishes, pans, and utensils.

### **Trash:**

- Empty all small trash cans and kitchen cans into the large can in the dining room.
- Have staff assist you with carrying large dining room trash can bag out to dumpster.
- Replace trash bags in cans.

### **Vacuum:**

- Vacuum the three rugs by kitchen and back door.

### **Full Mop Only After Evening Snack:**

- Use **Crew** to mop the entire dining area and kitchen.

### **Laundry Room Done Nightly:**

- Clean out all the lint filters. Sweep the entire floor.
- Use **Crew** to mop the entire floor.

### **Couches:**

- Use **Virex** to thoroughly wipe down all couches.

### **Detox Rooms:**

- Make bed, put clothes away, sweep and/or use **Crew** to spot mop any obvious spills.

### **Detox Male Bathroom:**

- All the men are responsible for keeping this bathroom clean.
- Use **Virex** to wipe down sinks and toilet.

### **Detox Female Bathroom:**

- All the women are responsible for keeping this bathroom clean.
- Use **Virex** to wipe down sinks and toilet.

## **Intensive Clean Up**

Intensive clean-up occurs every Sunday from 10am-12noon. Expectations for intensive clean-up include:

### **Bedrooms:**

- Strip linens on bed; put dirty linens in appropriate bin.
- Put away clothes, books, and all other personal belongings.
- Use Virex to wipe down all surfaces.
- Vacuum.
- Bring blue bags out.

### **Bathrooms:**

- Use Virex to clean toilets, sinks, countertops, showers, and all other surfaces.
- Empty out all the trash cans. Replace trash bags in all the cans.
- Sweep the floor.
- Use Crew to mop the floor.
- Bring linen bags downstairs.

### **Hallways:**

- Vacuum the entire carpeted area.

### **Kitchen:** Men and Women will Alternate Weekly

- Put away all food.
- Wash any dishes, pans, utensils.
- Use Virex to wipe down all surfaces including inside and outside of refrigerator and microwave.
- Sweep the floor.
- Use **Crew** to mop the floor.
- Pull refrigerators out and clean behind them.
- Clean inside cabinets, organize any food in cabinets

**Sitting area and Laundry Room:** Men and Women will alternate weekly.

- Use Virex to wipe down all surfaces.
- Sweep the floor.
- Use **Crew** to mop the floor.
- Use Virex to clean under the cushions

**Dining Room:** Men and Women are responsible for their sides.

- Use **Virex** to wipe down tables and chairs.
- Sweep the floor
- Use **Crew** to mop floor
- Use **Virex** to clean phones and door knobs.

**Virex** is used to wipe down surfaces.

**Crew** is used to mop.

### **Major Clean Up**

Tuesdays 9am-10am

All expectations listed in intensive clean-up minus stripping the beds.

### **Daily Residential Room Expectations**

Clients are expected to keep their bedrooms clean and organized. Food is not allowed in residential dorm area. You are encouraged to search your room for food/other contraband items left behind- if you find anything please give to techs to ensure you are not held responsible for previous client behavior. Technicians will check rooms daily at 8am to ensure the following expectations are met:

1. Beds must be made. Only two pillows per client.
2. Clothes must be put away either in drawers or dressers. No clothing can be on floor.
3. No cups in rooms.
4. Lampshades must be free of items- no pictures/papers/ decorative items pinned or taped to lampshades.
5. Nothing on top of cabinets. You are allowed to keep books/folders neatly organized on your dresser.
6. All Towels, sheets, linens must be picked up off floor.
7. Bathrooms must be free of linens- no towels on floor, counter, hanging out of blue bags.



8. All dirty linens must be placed in laundry bin.
9. All clean linens must be neatly organized on storage shelves.
10. Nothing can be taped to walls or doors.

If the following expectations are not met an OFG may be assigned.

### **Meal Schedule and Expectations**

Gloves must be worn at all times in the kitchen. Coolbaker's delivers lunch at 12 noon daily and dinner at 5pm daily; every Sunday a hot breakfast is delivered at 8am. Weekly menus will be passed out on Friday so that you can choose either the entrée or peanut butter and jelly sandwich.

Women prepare/eat breakfast from 7am-7:25am Monday through Friday; 8am-8:25am Saturday.

Men prepare/eat breakfast from 7:25am-7:55am Monday through Friday; 8:25am-8:55am Saturday.

Snacks are served daily between 9pm-10pm. All food must be consumed in common area. If you miss a meal due to being with therapist, case manager, or doctor staff will set aside your meal. All other saving of food is prohibited. Sharing food is prohibited.

### **Hygiene/Shaving**

Toothbrush and toothpaste are allowed to be kept in your room. All other hygiene products must be kept in hygiene cabinets. You will be given a bin to keep your hygiene products organized.

Clients are allowed to shave every Thursday. All razors must be signed in and out. You are allowed to sign out one razor at a time.

### **Laundry Room**

You are responsible for your laundry. The laundry room is open Monday –Friday from 1pm until 10:00pm. Males and females are not allowed in laundry room together. You are responsible for switching your clothes from washer to dryer- please be mindful of others and switch your laundry over

#### *Washer instructions:*

Turn the cycle knob to the appropriate setting. Then gently pull the knob out. To add detergent- the hose is located on shelf above washer. Place and hold hose in the washer. Push the button on the dispenser ONE time only. The detergent is concentrated and if pushed more than once you will end up with residue on your clothing.

#### *Dryer instructions:*

Turn knob to appropriate setting, push start. Cycle will either last 30 minutes or 60 minutes.

### **Drop Offs**

All drop offs must be approved by clinical manager. Drop offs have to occur Monday –Friday between 8:30am-4:30pm, no exceptions will be made. Shoes, make-up, books, and office supplies will not be approved. Drop off request forms are located on bulletin board next to TV.

### **Explanation of TPC Programming**

#### *Matrix group:*

The MATRIX program is an evidence-based practice that provides a structured approach for treating adults dependent upon drugs. The Matrix program is published by The U.S. Department of Health and Human Services Substance Abuse and Mental Health Services Administration.

#### *Family Education Group:*

Family education group is every Thursday from 6pm-7pm. Family members are not allowed to drop anything off during family group. You are allowed to request two family members/friends over the age of 18 each week. Any guest suspected of being under the influence of any illicit substance will not be allowed into the building. The purpose of family education group is to educate family members on the disease of addiction. Addiction is a family disease, it does not exist in a vacuum and more often than not family members will need to seek out their own treatment/support. We encourage family members to attend Al-anon and will provide them with information related to local meetings.

#### *Goal Setting Group:*

Each morning after breakfast you will have the opportunity to reflect upon your daily goals, discuss community issues, and discuss the schedule for the day. You will fill out the Just for Today worksheet.

#### *Just For Today:*

The goal of this group is to give you the opportunity to reflect upon your progress for the day by going over your Just for Today sheet.

#### *WRAP group:*

Wellness Recovery Action Plan (WRAP) group will allow you to create a detailed day to day guide to sober living. You will create a detailed relapse prevention plan specific to you.

#### *Advocacy Group:*

Each Tuesday at 11am Alice Maynor, LCSW Clinical Manager of TPC and Brittany Slider, RN Nurse Manager and a rotation of various staff will meet with TPC clients to listen to

any concerns and answer any questions you might have related to TPC. Please complete an advocacy form prior to group.

*Written Work:*

There are several written assignments that you will need to complete during your treatment including The Recovery Check List, Steps 1,2, and 3 of NA or AA, and MATRIX worksheets. The Recovery Checklist is located in the folder you receive on day of admission. Steps 1, 2, and 3 are located in file cabinet under bulletin board next to female dorm entrance. MATRIX worksheets will be given to you during MATRIX groups. Once completed, you and your individual therapist will go over them together. Your individual therapist may give you other written work based on your individual treatment needs.

*IOT sessions:*

Wednesday through Friday from 9am to 12noon you will attend IOT groups across the parking lot at the Integrated Treatment Center. Living in Balance is the evidenced-based practice utilized during IOT.

*Parenting Group:*

If you have children you will be required to attend parenting group once a week. This group provides you with practical tips on how to parent as well as education on child development.

*AA and NA meetings:*

Six days a week local members of Alcoholics Anonymous (AA) and/or Narcotics Anonymous (NA) facilitate meetings within TPC. These meetings provide you with an introduction to 12 Step Programs. We encourage you to ask questions, take down phone numbers, and begin creating your sober peer support network while you are at TPC. Your case manager may take you to an outside AA or NA meeting after you have been at TPC for 14 days.

*Infectious Disease:*

Education on HIV/AIDS, hepatitis, and other infectious diseases. You will be educated on steps to take to reduce the risks of infectious disease as well as available treatment options.

*DBT and the 12 Steps:*

DBT and the 12 Steps is an evidenced-based curriculum that integrates dialectical behavioral therapy with the 12 Step model.

*Seeking Safety (Women):*

Seeking Safety is an evidenced-based curriculum specific to women with disease of addiction that have experienced trauma.

*Recreation:*

Learning how to have fun while sober is an important piece of recovery. Recreation groups include various structured leisure activities facilitated by tech.

*Room Time:*

The goal of room time is to provide you with time to clear your head, rest, unwind, and to become comfortable being alone. Radio/TV/Wii is not allowed on during room time.

*Free Time:*

The goal of free time is to give you the opportunity to learn how to entertain yourself without using illicit substances. During free time you are allowed to play cards/board games/puzzles, watch TV, play Wii, journal, read, or spend time in your room. Staff reserves the right to turn off TV/Wii/radio if milieu becomes too loud.

**Grievance Procedure**

You have the right to report concerns regarding Lifespring Turning Point Center. Complaints and grievances are taken seriously, investigated objectively, and due process is present throughout the entire process. Please write down your concerns and direct to Alice Maynor, LCSW, Clinical Manager of Turning Point Center.

You have the right to call the Indiana Division of Mental Health Consumer Service Line at 1-800-901-1133

Please do not hesitate to ask any questions not answered in this handbook. We look forward to working with you on your journey to recovery.