

LifeSpring Turning Point Center Handbook

Welcome!

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

TPC offers comprehensive and integrated treatment services individualized for your specific needs. Our Dual Diagnosis (or Co-Occurring Disorders) facility at Turning Point Center is a co-ed, inpatient facility located on our Recovery Campus of Lifespring Health Services 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 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, peer recovery coaches 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, and a laundry room. 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 inpatient 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 of what we hope will be a "turning point" in your life journey towards health and happiness.

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 the 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, and any current symptoms related to mental illness. Our therapists will assess for any co-occurring disorders, as addiction often occurs alongside another mental illness. 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.

You are responsible for your own belongings, the room in which you reside, and adhering to these guidelines. We encourage you to include your significant other and/or family in the treatment process, by including them on your list for the Thursday evening family group.

Medically Supervised Detox

We provide 24 hour medically supervised detoxification services lasting between one to five days. Your time in detox is dependent upon the severity of your substance use as well as the type of substance you are detoxing off of. Medication is used when the doctor deems it necessary. The decision to discharge out of detox is individualized and approved by our physician. While in detox we encourage you to rest and 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 expected to actively participate in all activities of the treatment program. The rules and guidelines of our program are included in this handbook.

We expect you to take responsibility for your recovery. We are here to support you and give you the tools for your recovery, but you are the one that has the power to make your recovery successful. You are encouraged to use the program to your advantage and ask questions.

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. 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 and place it in the box located at the nurses station. 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:

Your case manager will assist you in evaluating your eligibility for resources such as housing or food stamps. Your case manager will also work with your therapist to develop your aftercare plan, which could include a referral to a halfway house. They will also take you to outside AA/NA meetings, go over your relapse prevention plans, link you to outpatient services and assist you in getting scheduled for outpatient follow up services. Outpatient services offer you the opportunity to look more closely at behavior patterns that get in the way of your success. Your case manager will meet with you often throughout your stay. A request slip can be submitted to meet with your case manager as well.

Psychiatric & Medication Services:

Psychiatric services are coordinated by our psychiatrist 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 and/or fill out a request slip. All medications are required to be kept at the nurses station 24/7. The psychiatrist is available to meet with TPC clients four days of the week.

Primary Medical Care:

Primary Medical Care is coordinated by our nurse practitioner and the nursing staff. LifeSpring Community Medical Services (LCMS) will provide a detailed history and physical. We 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 *could* result in immediate discharge:

1. Smoking cigarettes, e-cigarettes, pipes
2. Aggressive behaviors including 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.
6. Possession of illicit substances, weapons, or items intended to be used as a weapon.

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 the time of admission. All meds will be kept in the nurse's station.
3. In order to respect the privacy of others only one client at a time is allowed at the nurse's station.
4. All money for medication must be given to nurse and will remain locked up by the nurses.
5. You are not permitted to leave any group to request PRN medication.

Male/ Female Contact:

1. Physical contact between males and females will not be tolerated.
2. Writing notes to opposite sex will result in an accountability assignment and possible discharge if behavior continues.
3. Any male found in female dorm will be discharged immediately, as well as any female found in male dorm.
4. ADL skills require verbal communication therefore males and females may communicate information related to/ and or required to complete ADL skill/ activity. All other communication between males/females is prohibited.
5. Men and women cannot play sports/games together outside or inside.

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 allowed to leave residential area and enter milieu at 6am weekdays, 7am weekends. Staff will prepare coffee daily at 6am. Clients are allowed a maximum of two cups of coffee in the morning and a maximum of two cups of decaf coffee in the afternoon.
3. Clients are expected to complete daily assigned chores, make their beds daily and to keep their rooms clean.
4. Clients must ask permission to go into the kitchen. Clients are not permitted in the kitchen outside of snack and meal time.
5. Clients are expected to shower daily and wash their clothes on a regular basis.
6. Sharing clothes with your peers is not permitted. TPC is not responsible for lost or stolen items.
7. Clients are expected to wear gloves anytime they are in the kitchen or handling food.
8. Clients are expected to dress appropriately. The following items are **not** allowed: tank tops/muscle shirts, shorts above the knee, exposed cleavage or stomachs, clothing with pictures of/ references/words related to drugs, alcohol, profanity, racism, sexism. Leggings/yoga pants can be worn with shirts long enough to cover your backside. No hats, bandanas, or sunglasses are allowed.
9. Any tattoos depicting racial or sexual slurs/gang affiliation must be covered.
10. Clients are allowed up to seven outfits, three pairs of pajamas and two pairs of shoes that must fit into one bag upon admission. Due to the national epidemic of bed bugs all clothing dropped off after admission must be new/sealed. All drop offs must be approved by the treatment team. No drop offs are allowed after 4:30pm Weekdays/during weekend. Drop offs will not be approved without completion of drop off request form.
11. Unopened hygiene products can be dropped off to TPC front desk staff Monday-Friday 8:30am-4:30pm. Only 1 drop off is permitted after admission.

12. Clients are allowed to store toothbrush, toothpaste and deodorant in their rooms. All other hygiene products must be stored in a clear box and returned to hygiene cabinet in the milieu immediately following use.
13. Clients are expected to attend all scheduled groups. Clients must be excused by nurse to miss group.
14. Clients must be accompanied by staff when leaving residential area.
15. No food or drinks are permitted in residential areas other than water.
16. Clients are not allowed in other clients rooms at any time.
17. Residential clients are not allowed back in detox area or to use detox restroom.
18. Clients are not allowed to move any furniture in the bedrooms.
19. Clients are not allowed to lie down on sofas. Feet are not allowed on sofas or chairs.
20. Razors are to be signed out and back in.
21. Clients cannot hang pictures or paper on the wall.
22. Food is only permitted during approved meal and snack time.
23. 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.
24. All personal items must be taken with you at discharge. Any items left at TPC 30 days after your discharge will be donated.

Client Advocacy:

You have the right to be heard. Please complete an Advocacy Form and either bring with you to group or place in the advocacy box.

I _____ have read and gone over these guidelines with Lifespring Staff.

Client Signature _____

Staff Signature _____ Date: _____

Accountability Worksheet

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 through a written assignment. These are given out when clients break a guideline. If you receive one of these worksheets, staff will discuss the reasons for the assignment with you. You have 24 hours to complete that assignment. The purpose of offering this level of accountability, is to give you an opportunity to think about the unhealthy behavior and thought process driving it. Growth happens when you are able to gain insight into what happened, what you learned from it and how to respond more appropriately in the future.

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 the doctor are examples of ADL's that disappear from your daily schedule when in active use. These tasks are called Activities of Daily Living (ADL's) and are an important part of our program that will allow you to build 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 the bulletin board next to kitchen. Each chore has specific instructions that will be provided to you when assigned.

Daily Residential Room Expectations

Technicians will check rooms regularly throughout the day 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 the floor.
3. No more than one cup per client permitted in rooms at a time.
4. Lampshades must be free of items- no pictures/papers/ decorative items pinned or taped to lampshades/walls/doors.
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 the 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 the laundry bin.
9. All clean linens must be neatly organized on storage shelves.

If the following expectations are not met, an accountability worksheet may be assigned.

Laundry Room

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

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:

You are requested to invite your family or significant others to join you. Children over 18 years of age are welcome and must be respectful of group guidelines and other attendees. Any guest suspected of being under the influence of any illicit substance will not be allowed into the group. This group is designed to inform your family about the family disease concept and how they can help themselves. There may be an opportunity for visitation after the group is over, but is secondary to the educational component of this group. The group time will not be extended for visitation. Visitors are not permitted to drop anything off during family group.

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:

Every week the Clinical and Nurse Managers 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 if you desire.

Written Work:

There are several written assignments that you will need to complete during your treatment including The Recovery CheckList, 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 12pm you will attend IOT groups. 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.

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 direct any concerns to the manager and you will be provided with a grievance form.

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.