



WHERE RECOVERY BECOMES REALITY.

PV 2 - PROGRESS VALLEY WOMEN'S PROGRAM

Contact Information

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Welcome to Progress Valley! Our goal is to provide a period of stabilization including treatment, education, full-time employment, hearty/healthy meals, and positive and comfortable surroundings in a people-oriented and therapeutic atmosphere. The program has been designed for you—the chemically dependent or co-occurring person. Our program and staff are here to help you throughout your individual process of change, to improve your health and wellness and to help you reach your full potential.

Our Staff consists of a program manager, licensed chemical dependency counselors, mental health therapist(s), CD Technicians, nurse(s), a cook, and on-occasion, counselor or mental health therapist interns.

We are committed to providing our clients with a safe, respectful environment in which to begin a quality life of sobriety. We believe that it is through abstinence from mood altering chemicals, participation in PV program/services, community support groups, and personal honesty that one develops the tools necessary to maintain long-term, continued sobriety. Although our program is individualized, the approximate length of stay is 90 days.

Progress Valley has a structured environment that is geared toward accountability, responsibility, and dependability. You will gain sober life skills and become able to successfully manage day to day living using the structure that we provide.

This orientation packet is intended to acquaint you with our general program and to assist in your transition to our treatment services. The practices have been put into place following Progress Valley's 45+ years of service, with each being designed to best ensure a safe, healthy, comfortable and sober living environment for 32 women.

PROGRAM GOALS

- Participate in treatment services, leading your recovery process with the knowledge that positive change IS possible.
- Continue to practice the principles of Alcoholics Anonymous.
- Achieve employment and maintain a full-time job, when clinically appropriate.
- Develop responsible behaviors and positive attitudes.
- Develop sense of community, including close, healthy relationships.
- Improve living skills.
- Improve health and wellness.
- Learn how to have fun in sobriety.
- Enhance spirituality.

PRINCIPLE RULES

The following are considered the most significant rules necessary for effective program operation. Please note: Failure to adhere to any of these rules may be grounds for immediate program dismissal:

- No use or possession of alcohol or other mood altering chemicals. **Possession of these substances on Progress Valley property will result in immediate discharge.**
- Drug and alcohol testing must be completed as requested by staff. All urine drug testing will be observed by a female staff member.
- No violence, threats of violence, or bullying behavior will be tolerated. Progress Valley RESPECTS all aspects of people including race, ethnicity, gender expression, sexual orientation, socio-economic background, age, religion, body shape, size, and ability.
- No weapons of any kind are allowed on the premises.
- Residents must return to the facility before designated curfew.
- Stealing from Progress Valley clients, its staff, or the facility will not be tolerated.
- Residents may not engage in illegal activities.
- No romantic or sexual interactions between Progress Valley clients are permitted. This includes clients of the Men's program and sober housing program.
- Progress Valley is a tobacco-free facility and there are no smoking, electronic cigarettes, or chewing tobacco permitted inside the facility.
- Residents must turn in all prescription and over-the-counter medications immediately upon intake or upon receiving them. All doses of the medication must be in the prescription bottle and all over-the-counter medications must be in a sealed container.
- Residents may not gamble. This includes lottery tickets, pull tabs, and scratch off tickets.

ACCEPTANCE

Progress Valley respects all aspects of people including race, ethnicity, gender expression, sexual orientation, socio-economic background, age, religion, body shape, size, and ability. No behavior that intends to hurt, harm, or humiliate another person will be tolerated.

MEETINGS

Progress Valley offers comprehensive services that address not only chemical health issues, but also mental health, medical, employment, education/vocational, spiritual, relationship, abuse and trauma issues, and more. Level of group and service participation depends on individual needs, but residents should expect to participate in at least 15-30 hours of group/programming per week.

Please refer to the Activities Schedule for a listing of current groups and times. The following is intended as a brief description of the types of activities offered here.

SMALL GROUP THERAPY: Clients will meet with their counselor and approximately 8 to 12 other clients working with their counselor for a traditional group therapy session.

LARGE GROUP THERAPY: All house residents participate in recognizing program completion, welcoming new residents, acknowledging important transitions, and celebrating accomplishments. Staff and resident concerns are also discussed.

LECTURES: Lectures can include topics on drug education, relapse prevention, employment readiness, independent/transitional living skills, family/relationships, parenting, health and wellness, dual disorders, and criminal activity and substance abuse.

COMMUNITY SUPPORT GROUPS: All residents must attend a minimum of two (2) community support group meetings weekly (on Friday and Saturday) and obtain a 12-step

sponsor or mentor. Residents will be informed of meeting dates and choices upon admission. Transportation will be provided to mandatory meetings.

HOUSE CLEAN UP (DEEP CLEAN): Each week, all residents will participate in a thorough cleaning of the facility. This is in addition to the daily tasks that are completed by each resident.

NEW PEER GROUP: Each resident will attend this group for their first two weeks. New peers discuss their adjustment to the program, willingness to change, and job search progress.

EMPLOYMENT

All residents are required to secure full-time employment within Three weeks of completing intensive status (or two weeks following admission for those coming in as new peers). Each person is responsible for obtaining her own employment. Assistance is available through staff (Employment Readiness Class), community agencies and peers. Residents must work first shift and may not work during any group or activity time as listed on the Activities Schedule or monthly calendar. Clinical staff reserves the right to not allow residents to work on the weekends if they are habitually in violation of program rules or not making satisfactory treatment progress. In addition, residents may not work in a location where alcohol is served, on a casino gaming floor, or performing job duties paid only on commission. Residents may work at a convenience store, grocery store, or some food service establishments where alcohol is sold in small quantities (but not consumed on the premises).

All residents are expected to provide proof of employment by submitting their pay stubs on each payday. Residents failing to secure employment in a timely manner may be discharged from the program. Education and/or volunteerism opportunities may be approved by clinical staff on rare occasions. Residents that do not secure employment within three weeks of completing intensive status will be expected to volunteer a minimum of 20 hours per week while they continue to job search.

PEER STATUS

All residents are on an initial house restriction upon entering the program to ensure all initial paperwork is completed, to meet with their primary counselor, and to provide acclimation to the program. Residents will progress through multiple levels of status based on treatment progress and adjustment. Residents wishing to apply for the next status level must discuss this with their counselor. The levels and expectations to move to the next level are as follows:

Intensive Status/Stabilization

Expected Duration (based on clinical necessity): 0-6 weeks

Expectations:

- All residents transferring from another treatment center will begin the program on intensive status.
- Participate in 30 hours of programming weekly for the first two weeks
- Develop treatment plans and establish relationship with counselor and other staff.

Pass Eligibility:

- Intensive clients may only leave the facility for necessary appointments. This includes medical appointments, court appearances, or other obligations deemed necessary.

NEW PEER

Expected Duration (based on clinical necessity): 2-5 weeks following intensive services

Expectations (to become a Jr. Peer):

- Complete program orientation (including thorough knowledge of all information in this orientation packet).
- Learn and demonstrate acceptance of the program rules and guidelines.

- Develop treatment plans and establish relationship with counselor and other staff.
- Be actively looking for and secure full-time employment, education, or volunteerism (minimum 30 hours per week).
- Be a resident for a minimum of 2 weeks.
- Demonstrate insight and self-reflection in completing weekly assessments and treatment plan assignments. Participate actively in all group activities.

Pass Eligibility:

- New Peers may job search and attend approved activities.
- After completing 2 full weeks of programming, New Peers will be allowed “free time” from noon until 5pm on Saturdays and either 10am until 3pm (after Sunday group), or noon until 5pm on Sundays.

JUNIOR PEER

Expected Duration (based on clinical necessity): 5+ weeks following completion of intensive and new peer status

Expectations (to become a Sr. Peer):

- Maintain and verify (through pay stub or other written verification if school or volunteering) continued participation in 30 hours of employment, education or volunteering weekly.
- Continue to demonstrate progress on individualized treatment plans and insight and self-reflection in completing weekly assessments and treatment plan assignments. Participate actively in all group activities.
- Secure AA/NA sponsor or mentor.
- Have no serious rules infractions (to be determined by staff) for a minimum of at least two (2) weeks.
- Have been a resident for a minimum of 4 weeks.

Pass Eligibility:

- Junior Peers will be eligible for free time on Saturdays, Sundays, and other days/hours not scheduled for work from 9am until 5pm (10am on Sunday). Junior Peers will have their choice of 12-step support group meetings on Friday and Saturday evenings (with the exception of “banned” meetings).

SENIOR PEER

Expected Duration (based on clinical necessity): final 2-3 weeks of program

Expectations (to remain a Sr. Peer):

- Continue to maintain and verify (through pay-stub or other written verification if school or volunteering) continued participation in 30 hours of employment, education or volunteering weekly.
- Continue to demonstrate progress on individualized treatment plans and insight and self-reflection in completing weekly assessments and treatment plan assignments.
- Participate actively in all group activities.
- Continue to maintain ongoing relationship with AA/NA sponsor or mentor.
- Have no serious rules infractions (to be determined by staff) for a minimum of at least 2 weeks.
- Practice strong leadership skills.

Pass Eligibility:

- Senior Peers will be eligible for all passes from the Junior Peer status and will also be able to have overnight pass requests considered (see overnight pass rules).
- Senior Peers will also have free time on Sunday evenings from 7:30pm until 9:00 pm curfew.
- Senior Peers will have their choice of 12-step support group meetings on Friday and Saturday evenings (with the exception of “banned” meetings).

OVERNIGHT PASSES

Overnight passes are occasionally approved. Residents may spend no more than two (2) nights total away from the facility during their stay and those passes are not to be used on consecutive nights. Only **Senior Peers** will be considered for overnight passes except in extreme family emergencies (see previous section on Peer Status). All overnight pass requests are due to staff before noon on the Wednesday before the pass is desired.

CURFEW

Curfews are as follows:

Monday through Thursday - 5:30pm

Friday - 11:00pm (Junior and Senior Peers)

Saturday/Sunday – 5:00pm

Abiding by curfew is highly important. Residents missing curfew, may be subject to immediate dismissal from the program.

MEDICAL CARE

While Progress Valley does not provide medical and/or dental care, the program nurse will conduct client health assessments and provide health care services, as needed, educate clients on health care issues and make appropriate medical/dental/health referrals when necessary. The local physician and/or dentist will charge you directly for services provided. Please contact a staff person or the facility nurse if you need a referral to a doctor or dentist.

MENTAL HEALTH THERAPY SERVICES

Progress Valley employs mental health therapists to provide mental health assessments and individual/family/group counseling on-site. If it is determined that you need additional therapeutic services, i.e., psychiatric, psychological, eating disorder, etc., Progress Valley has made arrangements with various service providers to meet your needs. The individual provider will charge you directly for services provided. If you feel you may need a referral for additional therapeutic services, please contact one of the counseling staff for assistance.

MEDICATIONS

All medications, prescription and over-the-counter, will be kept in a locked cabinet and self-administered. Per agency policy, all over-the-counter medications must be initially submitted in sealed, unopened containers in order to be taken while here. Residents may not share over-the-counter medications with other residents. **The use of prescribed narcotic medications is strongly discouraged** and prior staff permission is required prior to taking the medication. Residents that are permitted to take narcotics are not allowed to leave the facility until at least 24-hours after taking their last dose. Residents will not be permitted to take narcotics for a period exceeding 72 hours. If a resident stops taking any medication they will need a signed discontinuation order from a physician.

VISITORS AND GUESTS

Guests are welcome and visitation may occur during the posted visitation schedule. All guests must sign in and out using the visitor log in the foyer. Guests are permitted in the dining room, family room and outside of the building. Visitors are free to bring food, but all food must be eaten in the dining room or outside. Residents are free to offer Progress Valley snacks to their small children. Overnight guests are not permitted. All non-residents are expected to leave the facility/premises by the end of visiting time unless approved by the Program Manager. On the weekdays, guests are limited to program alumni, professional contact (such as PO or social worker), and other guests as approved by clinical staff (at least 2 hours in advance). No guest is permitted to be in the building during group times. Guests are expected to be sober, behave respectfully and appropriately, and follow program visiting rules. Children must be supervised by a parent or guardian at all times. Please note: visitors not behaving appropriately (as determined by the staff on duty) will be asked to leave.

TELEPHONES AND ELECTRONIC EQUIPMENT

A phone is provided for personal calls to family, friends and sponsors This phone is answered by staff saying "Progress Valley".

CELL PHONES

Residents may have only one cell phone and they must inform staff of their cell phone number. If a resident has more than one cell phone or does not report having a cell phone they will not be able to have a cell phone for the duration of their stay. Residents may only use their own cell phone. Cell phones may be checked out at 4:00am, and must be checked in by 10:30pm each evening. Residents are responsible for charging their own cell phones.

OTHER ELECTRONIC EQUIPMENT

Due to the ease of theft and high desire for small electronics, Progress Valley strongly discourages bringing unnecessary devices to the program and will not be responsible for loss or theft of these devices. No resident may have a television, DVD player, iPad (or other tablet), or video game console or a handheld video game that is developed primarily for game play. Electronic reading devices are permitted only if they have no video capability. Laptops may not be used in the facility. Any resident laptops must be turned in to program staff by 6pm.

AUTOMOBILES

All residents bringing a car to Progress Valley must have counselor permission to have a car and provide proof of a valid driver's license, proof of insurance, and the license plate number (with valid tabs) of your vehicle. Clients must turn in their car keys to their mailbox 6pm each evening. Clinical staff reserves the right to refuse to allow a resident to have a vehicle, if it is determined to be clinically appropriate.

HOUSE CLEANING AND DUTIES

House cleanup duties will be shared by all residents. Each resident's room is to be kept neat and presentable at all times and will be checked daily by a staff member. Please have rooms cleaned by 8:30AM Monday through Friday.

LINENS

Each resident is given linen upon arrival and is expected to wash their linens while they're here. All linens must be turned in upon leaving the program.

PROPERTY/BELONGINGS

There is limited closet and drawer space for personal belongings. Small personal lockers are available near the dining room. Residents using the lockers must get a lock from staff. Please do your best to limit amounts brought into the facility. All property is searched upon intake into the program.

MEALS

Meals are available daily in the dining room at the times listed below:

	<u>BREAKFAST</u>	<u>LUNCH</u>	<u>DINNER</u>
Weekdays	5:00AM to 9:00AM	11:00AM to 1:00PM	4:30PM to 5:30PM
Saturdays	8:00AM to 9:00AM	OPEN	5:00PM to 6:00PM
Sundays	8:00AM to 9:00AM	OPEN	5:00PM to 6:00PM

Dinners are mandatory. If available, the food service manager will offer second helpings around 5:00pm each evening. Residents are not allowed to package and save food for later consumption. Healthy snacks are provided. Progress Valley encourages employed residents to "brown bag it". **Food is not allowed in client rooms (this includes residents' personal food items).**

KITCHEN

Residents are not permitted to use the kitchen facilities (range, silver refrigerator, freezer, etc.) except on the weekends (those approved for food preparation duty). A coffee machine is provided.

SIGN OUT SHEET

A log sheet is located near the entry for signing in and out upon leaving and re-entering the premises. **It is imperative that you sign out when leaving** and indicate a time you expect to return. If you are going to be late for your return time, please call and inform a staff person on duty.

CONFIDENTIALITY AND CONFLICT RESOLUTION

Please respect the privacy of other residents and not disclose their participation in the program or any information about them to anyone. Please refrain from gossiping and secret keeping, as these can be very damaging to the therapeutic community. Please ensure communications are respectful and helpful in nature. If you have a conflict with someone, please speak with them directly or ask staff to assist with conflict resolution.

RESOURCES/INFORMATION

Bus schedules, information on available community services, education materials and more can be found in the Game Room.

You're given a lot of information upon intake to our program. Please feel free to address questions, concerns, etc. with program staff. We're here to help!

Thank you for your adherence to the varied program goals and practices. This is your opportunity to build upon your strengths and continue on your recovery journey—let us help you to help yourself!

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