



## **PV1 – MEN’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 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, CD techs, nursing staff, 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 or longer.

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. These 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 up to 20 men.

### **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 male staff member.
- No violence, threats of violence or bullying behaviors 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 by 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 relationships between Progress Valley clients are permitted. This includes clients of the Women's program and sober housing tenants.
- Progress Valley is a tobacco-free facility and there are no smoking, electronic cigarettes, or chewing tobacco permitted inside the facility. There is a designated smoking area behind the building. Rolling tobacco is only allowed outside.
- 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, educational/vocational, spiritual, relationship, abuse, trauma issues, and more. Level of group and service participation depends on individual needs, but residents should expect to participate in at least 6-15 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 5 to 10 other clients working with their counselor for a traditional group therapy session.

**LARGE GROUP THERAPY:** All house residents participate in recognizing program transitions, welcoming new residents, acknowledging important milestones, 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, co-occurring disorders, and substance abuse.

**COMMUNITY SUPPORT GROUPS:** All residents must attend a minimum of two (2) community support group meetings weekly and obtain a 12-step sponsor or mentor. Residents will be informed of meeting dates and choices upon admission.

**HOUSE CLEAN UP:** 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 three 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 after completing orientation to the program. Clients are allowed to be working after their 1<sup>st</sup> 14 days of treatment. Each person is responsible for obtaining his own employment. Residents must arrange a work schedule that allows them to attend all programming listed on their treatment plan. The residents at Progress Valley 1 are expected to look for 2<sup>nd</sup> shift employment. Residents will be allowed to work 1<sup>st</sup> shift jobs if they remain at Progress Valley long enough to transition to low intensity.

Residents may not work in a location where alcohol is served or performing job duties paid cash or only on commission. Residents may work at a convenience store or grocery store 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 paycheck stubs on each payday. Residents failing to secure employment in a timely manner may be discharged from the program. Education and/or volunteer opportunities may be approved by clinical staff. Residents that do not secure employment in a timely manner will be expected to volunteer a minimum of 20 hours per week while they continue to job search.

## PEER STATUS

Residents entering Progress Valley are on an initial two week **orientation** status to ensure all initial paperwork is completed and to provide acclimation to the program. They will then progress to **New Peer** status.

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:

### NEW PEER

Expected Duration (based on clinical necessity): 1-5 weeks following orientation

Expectations (to move to Junior Peer status):

- 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:

- Typically, "New Peers" will need to be escorted by someone at "Junior Peer" level or higher. However, "New Peers" will have pass times for recovery meetings.
- New peers have limited free time daily (times vary and are listed on Activities Schedule)

### JUNIOR PEER

Expected Duration (based on clinical necessity): 2+ weeks following completion of new peer status

Expectations (to move to Senior Peer status):

- 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 2 weeks.

Pass Eligibility:

- Junior Peers will be eligible to sign out during free time between 8am and curfew except during mandatory activities (i.e. groups, house cleaning, etc.). Junior Peers may sign out earlier if required for work.

**SENIOR PEER**

Expected Duration (based on clinical necessity): 4+ weeks of program

Expectations:

- 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 as verified by counselor.
- 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 to have overnight pass requests considered (see overnight pass rules).

**OVERNIGHT PASSES**

Overnight passes may be approved. Only Senior Peers will be considered for overnight passes except in extreme family emergencies (see previous section on Peer Status). All overnight pass requests and other requests to miss mandatory activities are due to staff before noon on the Monday before the pass is desired.

**CURFEW**

Curfews are as follows: Sunday through Saturday – 12:00am

Abiding by curfew is highly important. Residents missing curfew, will be subject to disciplinary action, up to and including 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 Men’s Residential Program does not employ mental health therapists. If it is determined that you need additional therapeutic services, i.e., psychiatric, psychological, eating disorder, etc., Progress Valley has made arrangements with various community 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.

Alternatively, Progress Valley has co-occurring residential programs. Residents in need of more mental health services may be transferred to one of those programs.

### **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.** 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. This excludes medication assisted treatment therapy. If a resident stops taking any medication they will need a signed discontinue 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 available with the house manager on duty. Guests are permitted on the first floor and outdoor common areas only. Residents may not visit with guests in cars or in the parking lot. Overnight guests are not permitted. All non-residents are expected to be out of the building no later than 10:30pm unless previously 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 (at all times) by a parent or guardian.

### **TELEPHONES AND ELECTRONIC EQUIPMENT**

There is a phone on the first floor that can be used by clients for business or personal reasons. This line is answered by staff during the business day and is answered "Progress Valley"; messages are taken.

#### **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 may lose their privilege to have cell phone for the duration of their stay. Cell phones are only available during the day and may be checked out in the morning and must be turned in by 12 am each evening. Residents are responsible for charging their own cell phones in their rooms.

#### **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 only be used in the facility with a specific treatment plan to use it for school. Any resident laptops must be turned in to program staff by curfew. The Progress Valley television(s) may be used outside of group time and employment search hours. There is no television available from midnight to 5:30am.

### **AUTOMOBILES**

All residents bringing a car to Progress Valley must inform staff immediately that they have a car and provide proof of a valid driver's license, proof of insurance, and the license plate number of your vehicle. Clinical staff reserves the right to refuse to allow a resident to have a vehicle, if it is determined to be clinically appropriate. New peers may only use their cars for work or job search, unless approved by clinical staff.

## 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 9AM Monday through Friday.

## PROPERTY/BELONGINGS

There is limited closet and drawer space for personal belongings. 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	6:00AM to 8:30AM	11:30AM to 1:00PM	4:30PM to 5:30PM
Sat. & Sun.	7:30AM to 10:00AM	11:30PM to 1:00PM	4:30PM to 5:30PM

Residents must attend either lunch or dinner each day unless given a pass to be excused from a meal. 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". Foods to prepare brown bag lunches will be available from 6am until 7:30am on weekdays. For residents not currently employed, lunch foods will be available between 11:30 am and 1:00pm.

## KITCHEN

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

## SIGN OUT BOOK

A logbook is located on the first floor 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. Please return within fifteen minutes of your documented "expected time of return"; if you are going to be later, please call and inform a staff person on duty.

## BULLETIN BOARD

All new information and notices are posted in the group room and on the white board in the kitchen. It is your responsibility to check this daily. The house manager posts apartment status sheets and housekeeping duties on the board.

## RESOURCES/INFORMATION

Information on available community services, education materials and more can be found in the group room and on the brochure rack across from the nurse's office.

Please feel free to address questions, concerns, etc. with program staff. We're here to help!

This is your opportunity to build upon your strengths and continue on your recovery journey—let us help you to help yourself!