



## **PV3 - RECOVERY CENTER FOR MEN**

### Contact Information

**308 E. 78<sup>th</sup> Street**

**Richfield, MN 55423**

**Staff phone #: 612-827-2517**

**Client #: 952-956-3170**

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/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 therapists, Peer Support Specialist, CD Techs, nursing staff, a cook, and on-occasion, counselor or mental health therapist interns.

Progress Valley accepts clients from all diversities including race, ethnicity, gender expression, gender identity, sexual orientation, socio-economic background, age, religion, body shape, size, and ability. 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. 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 32 clients.

### **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. Knowledge of another resident's use must be reported to staff.
- 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 and in a quantity of 100 or less. Any prescription medications not turned into staff immediately will result in immediate discharge.
- Progress Valley is a tobacco-free facility and for that reason there is no smoking, using e-cigarettes, or chewing of tobacco inside the building. Cannot roll cigarettes in the building, only in the smoke shack.
- All residents must complete requested urine drug testing within two hours of it being requested by staff. Breathalyzer alcohol tests must be completed immediately as they are requested by staff.
- No violence, threats of violence or bullying behaviors will be tolerated.
- No weapons of any kind are allowed on the premises.
- All residents must return by curfew. Residents may not be allowed into the facility after curfew under certain circumstances for safety reasons and would be required to speak with Program Manager in order to return the following day.
- Stealing from Progress Valley, its staff or its residents will not be tolerated.
- Residents may not engage in illegal activities.
- Residents must actively work on their individual treatment plans, complete assignments, and continue to make progress in treatment.
- Residents must honor the confidentiality of other residents.
- No romantic relationship or sexual activity with another Progress Valley resident is permitted. This includes residents of sober housing and the Women's Residence.
- Residents are not permitted at bars, strip clubs, or casinos.
- Residents may not gamble. This includes lottery tickets, pull tabs, and scratch off tickets.
- All residents must adhere to restrictions that they earned.

## **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 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 14 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.

**ORIENTATION GROUP:** Each resident will attend this group for their first two weeks. New clients 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 intensive status. Each person is responsible for obtaining his own employment. Assistance is available through the Clinical Staff, Employment Readiness Groups, community agencies and peers. Residents may work first or second 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 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 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**

Residents entering the medium intensity phase at Progress Valley (who are coming directly from a primary treatment program) are on an initial one week **Green** status followed by one week of **Blue** status upon entering the program to ensure all initial paperwork is completed and to provide acclimation to the program. They will then progress to **Bronze** status.

Residents coming to Progress Valley for high intensity services (primary treatment) will start on **Green** status and progress through multiple levels 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:

### **GREEN**

Expected Duration (based on clinical necessity): 4-6 weeks (*residents coming from a different primary program will be in this phase for one week*)

Expectations (to move to BLUE status):

- Participate in 30 hours of programming weekly while determined clinically appropriate. Clinical staff will work with you to establish the recommended length of time for participation in intensive services.
- Develop treatment plans and establish relationship with counselor and other staff.

Pass Eligibility:

- Green status clients may only leave the facility when escorted by staff or they must have a pass signed and approved by clinical staff.

### **BLUE**

Expected Duration (based on clinical necessity): One week

Expectations (to move to BRONZE status):

- Continue to participate in 30 hours of programming weekly.

- 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.
- Demonstrate ability to manage time appropriately and safely outside of the facility.

Pass Eligibility:

- Blue status clients may only leave the facility when escorted by staff or they must have a pass signed and approved by clinical staff. They may also leave facility during assigned job searching times (see activities schedule).

### **BRONZE**

Expected Duration (based on clinical necessity): 1-4 weeks

Expectations (to move to SILVER status):

- Secure full-time employment, education, or volunteerism (minimum 30 hours per week).
- Be a resident for a minimum of 2 weeks.

Pass Eligibility:

- Bronze status is eligible to be out of the facility on own during scheduled job searching hours (see activities schedule). This status also has scheduled free time (see activities schedule) which is available as long as they are not on restriction. Must be escorted by GOLD/PLATINUM status during all other times outside of the facility unless they have an approved pass by counselor.

### **SILVER**

Expected Duration (based on clinical necessity): Varies

Expectations (to move to GOLD status):

- Submit application to counselor.
- Provide proof of ongoing full-time employment, education, or volunteerism (minimum 30 hours per week).
- Be on silver status for a minimum of 1 week.
- Not currently on restriction.
- No principle rule violations for the past 2 weeks.
- Demonstrate insight and self-reflection in completing weekly assessments and treatment plan assignments. Participate actively in all group activities.

Pass Eligibility:

- Silver status is eligible to be out of the facility on own during scheduled work hours per schedule provided to counselor. This status also has scheduled free time (see activities schedule) which is available as long as they are not on restriction. Must be escorted by GOLD/PLATINUM status during all other times outside of the facility unless they have an approved pass by counselor.

### **GOLD**

Expected Duration (based on clinical necessity): 2+ weeks

Expectations (to move to PLATINUM status):

- Submit application to counselor.
- 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 recovery mentor.
- Not currently on restriction.
- No principle rule violations for the past 2 weeks.
- Has been a client for at least 45 days.
- Has been on GOLD status for a minimum of 2 weeks.
- Practice strong leadership skills and be a role model peer at PV.

Pass Eligibility:

- Gold status will be eligible to sign out anytime outside of mandatory activities as long as they are not on restriction. Must check in at mandatory times and be back by curfew (see activities schedule).

**PLATINUM**

Expected Duration (based on clinical necessity): Varies

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.
- Practice strong leadership skills and be a role model peer at PV.

Pass Eligibility:

- Platinum status will be eligible to sign out anytime outside of mandatory activities as long as they are not on restriction. Must check in at mandatory times and be back by curfew (see activities schedule). Also will be eligible to have overnight pass requests considered (see overnight pass rules).

**OVERNIGHT PASSES**

Overnight passes may be approved. Residents may spend no more than three (3) nights total away from the facility during their stay and those passes are not to be used on consecutive nights. Only PLATINUM 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 Tuesday before the pass is desired.

**CURFEW**

Curfews and check in times vary depending on status level. See activities schedule. All residents must return by midnight.

**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 container and in a quantity of 100 or less 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 CD Tech on-duty. Guests are permitted in 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 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 clients only.

#### **CELL PHONES**

Residents may have a cell phone and they must inform staff of their cell phone number. For the protection of all clients, cell phones may not be used in any group or individual session. This includes sound (ringing, vibrating), texting, checking e-mail, the time, etc. Phones must be on vibrate or silent in bldg. No use of FaceTime, Skype or video chat allowed in common areas due to confidentiality.

#### **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, VCR, iPad (or other tablet), or video game console. The Progress Valley television(s) may be used as stated on the activities schedule.

### **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. Clients on Green and Blue status may not utilize their personal vehicle. Clients on Bronze and Silver status 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 8:30AM 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 and snacks are available daily in the dining room and times are listed on the activities schedule.

Residents will have the ability to pack a meal for consumption outside of the facility if they are scheduled to work during a meal time. **Food and beverages are not allowed outside of the dining areas (except for water in a covered container).**

### **KITCHEN**

Residents are not permitted to use the kitchen facilities (range, refrigerator, freezer, etc.). A coffee machine is provided. A coin-operated vending machine is also available.

### **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 on the whiteboard outside the tech office. It is your responsibility to check this daily. The CD Tech posts room status sheets and housekeeping duties on the board.

### **RESOURCES/INFORMATION**

Bus schedules, information on available community services, education materials and more can be found in 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!

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