



WHERE RECOVERY BECOMES REALITY.

PROGRESS VALLEY WOMEN'S PROGRAM - PVII

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 director, a senior counselor, licensed chemical dependency counselors, mental health therapist(s), house managers, a nurse, 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 40 years of service, with each being designed to best ensure a safe, healthy, comfortable and sober living environment for 24 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.
- No violence or threats of violence will be tolerated.
- 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.

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 Saturday and Sunday) 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 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 within two weeks of completing intensive status (or 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. Residents may only work one weekend day, and 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

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

Expectations:

- All residents that have completed fewer than 45 days of residential treatment immediately prior to program admission will begin the program on intensive 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:

- Intensive clients may only leave the facility when escorted by a Junior or Senior peer to mandatory meetings or they must have a pass signed and approved by clinical staff.

NEW PEER

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

Expectations:

- 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.
- New Peers may job search and attend approved appointments.

JUNIOR PEER

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

Expectations:

- 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 to be gone from the facility for up to 2 hours a day during free time and weekends.
- Junior Peers will have a choice of AA/NA meetings on Saturday nights with a pass approved by clinical staff.

SENIOR PEER

Expected Duration (based on clinical necessity): final 2-3 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.
- 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 be gone from the facility for up to 6 hours a day during free time and weekends. They will also be able to have overnight pass requests considered (see overnight pass rules).
- Senior Peers will be permitted to take their cell phones to mandatory outside activities.

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 only one night may be taken at a time. 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:

Sunday through Thursday - 6:00pm

Friday/Saturday - 11:00pm

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

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. Progress Valley provides some mental health services (on-site) that will be billed to your insurance separately from the rest of your treatment at Progress Valley. If you wish to receive these types of services, the mental health therapist will inform you of which services are billed separately and notify you of any co-pays or deductibles that you will be responsible for prior to the administration of services.

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 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 in the dining room, the Louise Room, or outside. 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 Director. 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 pay phone is provided for personal calls from family, friends and sponsors and is answered by your peers. Long distance calls can be made using coins or calling collect. One of Progress Valley's business lines can be used for issues regarding employment, health, legal situations, apartment searching, and to make personal long-distance calls using a calling card. This line is answered by staff during the business day and is answered "Progress Valley"; business messages are taken and posted on the first floor bulletin board.

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 are only available during the day and may be checked out in the morning and must be checked in by 6pm each evening. Cell phones **MAY ONLY BE USED BY A RESIDENT IN HER OWN ROOM**. If a resident is seen or heard using a phone outside of her room, she will lose the right to have her phone for a period of time based on the number of times she's violated this rule. 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, VCR, 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. Residents may have laptops while they are involved in the program if they are needed for work or school. If a resident has a laptop, it must be turned in each evening before 6pm. Laptops may not be used in the facility. The Progress Valley television(s) may be used Monday through Thursday from 5:30-7:15am and after evening chores until 10:30pm. The television may be used Friday evening after group and until the mandatory meeting on Sunday. On the weekends there is no television available from midnight to 5:30am.

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. 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. Progress Valley provides residents with complimentary linen washing twice per month and the laundry schedule is posted in the dining room. 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 in the second floor hallway. Residents using the lockers must provide staff with a key or the combination to the lock. 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	4:15PM to 5:45PM
Saturdays	8:00AM to 9:00AM	OPEN	5:00PM to 6:00PM
Sundays	8:00AM to 9:00AM	OPEN	5:00PM to 6:00PM

Meals are mandatory with the exception of Sunday breakfast. 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". Requests for a brown bag lunch can be made by signing up for it the day before. **Food is not allowed upstairs (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 cooking duty). A coffee machine is provided.

SIGN OUT SHEET

A log sheet 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. If you are going to be late for your return time, please call and inform a staff person on duty.

BULLETIN BOARD

All new information and notices are posted via the bulletin board in front entry. Peer status, apartment status, housekeeping duties, and restrictions are posted on the dry erase board on the first floor. Personal phone messages (from the pay phone) will be posted on a dry erase board next to the phone. Please check these boards daily.

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 lounge and group room areas for all to use.

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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