



WHERE RECOVERY BECOMES REALITY.

PROGRESS VALLEY MEN'S PROGRAM - PVI

Contact Information

3033 Garfield Avenue South

Minneapolis, Minnesota 55408

Staff phone #: 612-827-2517

Client Business #: 612-827-2519

Client Social #: 612-823-9506

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 therapists, house managers, a part-time 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 up to 24 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.
- No violence, threats of violence or bullying behaviors will be tolerated.
- 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 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 Friday and Saturday) 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.

GRATITUDE GROUP: All residents will take a few minutes to express gratitude in the dining room at 4:45pm on Sunday, immediately before dinner.

EMPLOYMENT

All residents are required to secure full-time employment within three weeks of completing intensive status (or admission for those coming in as new peers). Each person is responsible for obtaining his own employment. Assistance is available through staff (Employment Readiness Class), community agencies and peers. Residents must work first shift (or third shift with staff approval) 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 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 volunteerism 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

All residents are on an initial twenty-four (24) hour house restriction upon entering the program to ensure all initial paperwork is completed 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 (to move to New Peer status):

- 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 (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” in the transitional phase will have pass time on Saturdays and Sundays from 8am until noon.

JUNIOR PEER

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

Pass Eligibility:

- Junior Peers will be eligible for regular passes (no overnights) during free time during evenings and weekends.

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 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 for all passes from the Junior Peer status and will also be able 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 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 Tuesday before the pass is desired. All other pass requests (to miss a mandatory activity) must be submitted at least 48 hours in advance.

CURFEW

Curfews are as follows:

Sunday through Thursday - 11:00pm

Friday/Saturday - 12:00am (midnight).

Abiding by curfew is highly important. Residents missing curfew, may be subject to immediate dismissal from the program. New Peers must always be back by 11:00pm, even when accompanied by a Jr. or Sr. peer.

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.

ANCILLARY 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.** 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 downstairs area only. 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 senior counselor or 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

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, calling cards, or calling collect. One of Progress Valley's business lines can be used for issues regarding employment, health, legal situation, and apartment searching. This line is answered by staff during the business day and is answered "Progress Valley"; business 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 will not be able to have a 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 checked in by 11pm each evening. For the protection of all clients, cell phones UNDER NO CIRCUMSTANCES may be used in the common areas (1st floor and stairways). If a resident is seen or heard using a phone in these areas, they will lose the right to have their phone for a period of time based on the number of times they've 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. 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 6pm. The Progress Valley television(s) may be used Monday through Thursday from 5:30-7:45am and 9:00-11:00pm. The television may be used Friday evening after the mandatory AA meeting and until group begins on Sunday afternoon. On the weekends there is no television available from midnight to 5:30am. Additional television hours may be available to intensive clients on the weekdays.

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. All residents with vehicles must turn in their car keys by 6pm each evening and may check them out again in the morning. 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 8:30AM Monday through Friday.

LINENS

Each resident is given linens upon arrival and is expected to wash their linens while they're here. Progress Valley provides residents with complimentary linen washing twice per month.. All linens must be turned in upon leaving the program.

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>DINNER</u>
Weekdays	6:00AM to 7:30AM	4:45PM to 5:30PM
Saturdays (breakfast optional)	7:30AM to 9:00AM	5:00PM to 6:00PM
Sundays (breakfast optional)	8:00AM to 10:00AM	5:00PM to 6:00PM

Meals are mandatory with the exception of Saturday and Sunday breakfast. If available, the food service manager will offer second helpings around 5:15pm 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". 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 11:30am until 1:00pm. **Food is not allowed upstairs (this includes residents' personal food items).**

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. A coin-operated pop 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 via the bulletin board in the hallway going into the kitchen from the dining room. It is your responsibility to check this daily. The house manager posts apartment status sheets and housekeeping duties on the board.

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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