



Allumbaugh House

10 Fundamental Principles of Recovery

1. Your recovery is self-directed. You find your way to recovery through personal control, good decision-making, and independence. The choices you make are yours and yours alone.
2. Your path is based on your personal needs, likes, and experiences. If you see your recovery as a lifetime journey, you'll be able to find the best physical and mental health.
3. Your recovery empowers you. You're the only person who can turn your decisions into actions.
4. Your recovery includes your mental, physical, and spiritual needs. It includes your family, friends, job, and community.
5. Your recovery will have ups and downs. It's not a step-by-step process. It's a lifetime process where you grow and build on your setbacks.
6. Your recovery is based on your ability to bounce back, cope, and make use of your talents. Value yourself and build on these strengths.
7. Your recovery includes support from others. Make friends and build relationships. Join groups where you can help others and find purpose for yourself.
8. Your recovery lets you respect yourself. Believe in yourself and meet your goals. Accept and take pride in what you can do.
9. Your recovery shows that you take responsibility for yourself. Find the courage to work toward your goals.
10. Your recovery gives you hope. You can overcome your problems.

MISSION STATEMENT

The mission of Allumbaugh House is to intervene in the process of chemical dependency and mental health crisis by providing sobering, medically monitored detoxification and crisis mental health services to community residents. Allumbaugh House is committed to providing high quality, cost-effective services targeting unmet community needs.

VISION

Allumbaugh House....planting seeds of change.

PROGRAM SUMMARIES

MEDICALLY MONITORED DETOXIFICATION: The Allumbaugh House Detoxification Program provides a critical step in recovering from addiction by supporting clients through the physical withdrawal process. Allumbaugh House provides medically monitored detoxification, chemical dependency education, and referral to outpatient/ long-term treatment programs.

MENTAL HEALTH SERVICES: The Mental Health Unit at Allumbaugh House provides short-term stabilization for clients experiencing a mental health crisis as an alternative to in-patient hospitalization. In addition to a safe environment, clients are provided with individualized education and referrals to outpatient services.

ORIENTATION TO THE UNIT

COMMUNITY MEETINGS

While here, you will discover that you are part of a community. This community provides a safe environment where everyday needs are provided and you are able to focus on your physical, emotional and spiritual recovery. Two daily community meetings provide a forum for patients to discuss everyday matters with others on the unit as well as establishing your individual daily goals.

Examples of Community Meeting topics include:

1. Setting goals for the day relating to your recovery/treatment
2. Unit concerns and client safety
3. Client "house" assignments (housekeeping, meal prep, etc)
4. Unit announcements and daily schedule

COMMUNITY GUIDELINES

The staff at Allumbaugh House strives to make your stay with us both comfortable and safe, allowing you to focus on your treatment. You play an important part in making that happen for both yourself and those around you. In order to have consistent expectations regarding safety at Allumbaugh House, the following guidelines have been established:

- Patients of the opposite sex are not allowed to visit each other's rooms.
- No physical contact between clients is allowed, this includes hugs, massages, hand-holding, etc.
- Please do not conduct financial transactions of any sort with other patients during your stay (i.e. Gambling, loaning money, requesting financial assistance from others, etc).
- No threatening or aggressive behavior- verbal or physical will be tolerated.
- No acts that disrupt the unit or disrupt other patients in their recovery/treatment.
- You are expected to participate in groups & unit activities. This includes meeting with treatment providers, all scheduled groups and individual treatment needs as identified by staff.
- Doors to rooms must be left open and curtains open during the day.
- Staff will be monitoring you and routinely taking your vitals for your safety and well-being.
- Remain fully/appropriately clothed while in the presence of other patients and staff. Shoes or socks are required to be worn when out of bed.
- Lights will be dimmed and the TV turned off at 11:00 p.m. until 6:00 am.
- Respect others individualized treatment needs and respect confidentiality.
- Be respectful of staff and clients.
- Food and snacks are to be kept and consumed in the kitchen and dining areas.

As a member of Allumbaugh House, you are expected to:

- Refrain from harming yourself or others and threats to do so. If you feel unsafe, notify staff immediately.
- Comply with community guidelines and limits set by treatment staff.
- Actively participate in treatment interventions ordered by your physician, including attending groups, medications, family involvement, etc.
- Obtain medications from the nurses' station at scheduled times.
- Participate in unit housekeeping on a daily basis, maintain a neat, orderly & safe environment, make your bed daily & pick up after yourself.
- Maintain personal hygiene and living quarters.
- Refrain from using other people's belonging or eating people's personal snacks.

****Failure to comply with above guidelines may result in discharge from Allumbaugh House.***

CLOTHING AND PERSONAL HYGIENE

We want your stay at Allumbaugh House to be as comfortable as possible. To help, we recommend that you bring comfortable street clothing and pajamas to wear. Clothing for 3 days is allowed in your sleep area and should be sufficient. If you bring clothing beyond this, it will be secured and stored off the unit. For health and safety reasons, bare feet are not permitted. Please plan to wear shoes, socks or slippers while on the unit. Extra clothing or scrubs are available if needed. Laundry service is available for your use and laundry baskets and laundry soap are provided.

We encourage good hygiene and ask you to shower and change clothes daily. You are welcome to bring small quantities of your preferred personal hygiene products. You may bring make-up that can fit in a quart size Ziploc-bag. Blow dryers and curling irons are available for your use. If you need something during your stay, personal hygiene products are available for your use.

If your clothes need laundered or you need personal hygiene products, please ask a staff member for assistance.

PERSONAL BELONGINGS

You are welcome to bring a few personal belongings to help you feel comfortable and to provide an activity during unstructured time. Examples of items commonly brought to Allumbaugh House include: reading materials, puzzle/activity books, personal water bottle, journal, snacks/food items that can fit into one standard grocery bag (meals are provided here), one pillow (no blankets please; foam pads are allowed). For safety and security purposes, all items brought to Allumbaugh House will be reviewed and inventoried by Allumbaugh House staff. Some items you may keep with you in your sleeping area (eg. book, pillow), other items will be secured when they are not in use (eg. cell phone, wallet). Electronic devices such as a telephones, TV and computers are available for your use.

Please remember that Allumbaugh House is a shared, community living environment and we have limited storage. We are also concerned about the safety and welfare of everyone staying with us. As a result, there are some items which we ask you to leave at home. If you are unable to leave these items at home, they will be inventoried by staff and stored in a secure location to be returned to you at discharge. These items include, but are not limited to:

- Personal Jewelry – if the patient chooses to wear jewelry on the unit, they will be responsible for its safe keeping. Allumbaugh House is not responsible for lost valuables.
- Valuables such as wallets, purses, identification, money and phones will be placed in a secure location until time of discharge
- Large quantities of clothing and personal hygiene products – please limit to 3 days of clothing and 1 small hygiene bag
- Sharp objects such as pocket knives, scissors, needles, and wire clothing hangers
- Electrical items, such as hot pads and electric blankets
- Alcohol/drugs, drug paraphernalia or any product containing alcohol
- Weapons
- Lighters and matches
- Aerosol cans
- Animals/pets

- Electronical Devices that have a camera, Computers, Laptops

Personal electronic devices (eg: Nook, Kindle and MP3 players) are approved for use during scheduled cell phone times daily. No Wi-Fi services are available.

CELL PHONES

In general, you will have access to your cell phone during admission to retrieve needed/important phone numbers and your cell phone will be turned off and stored during your stay at Allumbaugh House. We have cell phone use times scheduled daily at 10:30am and 6:00pm. A house telephone is available for your use during not structured times.

VISITING

We want to assure that you stay connected with your support system while you are at Allumbaugh House. We would also like to provide an opportunity for them to learn about and support your recovery. To support these goals, visiting is scheduled on Sunday & Tuesday evenings from 6:30 – 8:00 pm. Clients, family members, close friends and loved ones will attend a Multifamily Group meeting from 6:30 pm to 6:45 pm, with individual visitation time to follow until 8:00 pm.

- Visiting outside these days must be pre-arranged and approved by the charge nurse (not to exceed 20min).
- Visitors MUST BE at least 18 years of age. Visitors under the age of 18 years old may visit with the approval of the Psychiatrist and/or Program Manager.
- Visitation will occur in the group room or lounge. No visitors are allowed in the client's room or patio areas.
- Please limit visitors to a maximum of 2 at a time per client.
- Visitors will be asked to leave any personal items (purses, bags, coats, etc.) or other items not allowed in Allumbaugh House in their vehicle prior to visiting on the unit.
- Nursing staff reserves that authority to cancel or modify visitation, especially when a client or visitor is not behaving appropriately or when the unit is not safe for visitation.
- Any items being delivered to you during visiting must be given to treatment staff first.
- All Visitors are required to sign the visitors log in the lobby.

TELEPHONES

A client phone is available daily from 7:00 am to 11:00 pm. The number to give to friends and family you would like to call here is **377-9669 ext 2**. Long distance call cannot be made from this telephone. The telephones are turned off and not for use during groups and at night after lights out. Clients are responsible for answering the phone and managing the calls. We ask that you limit phone calls to 10 minutes each as all the clients share the phone.

SMOKING

Please remember smoking is a privilege and is allowed on the back patio only. The smoking patio is closed during group times and from 11:00 pm to 6:00 am at night. **YOU MUST PROVIDE YOUR OWN CIGARETTES**. Asking

others for cigarettes may result in exclusion from the smoking area. Clients and visitors may not have lighters or matches at any time while at Allumbaugh House. A community lighter is available for your use. Smoking is not allowed during scheduled unit activities. Visitors are not allowed in the smoking area.

GROUPS

Allumbaugh House is considered an “active” treatment community. This means that everyone at Allumbaugh House is actively working towards health, wellness and recovery. As part of your treatment plan at Allumbaugh House you are expected to attend and participate in groups daily. The more you participate in group, the greater you are likely to benefit from your stay at Allumbaugh House. Group topics vary from day to day as we strive to make group topics relevant to the needs of individuals at Allumbaugh House at any given time. For specific information related to each day, a group schedule is posted for your reference. If you have ideas for a group topic that would be beneficial to you, please share these ideas with the House Manager or nurse on duty.

** Group schedules are posted in the dayroom.*

MEALS/SNACKS

You will quickly discover that there is a rhythm to Allumbaugh House. This rhythm includes scheduled times for meals and snacks. Three nutritionally balanced meals are provided on the unit daily as well as three scheduled snack times. These times are as follows:

Meal times:	Breakfast 7:00 - 9:30	Lunch 12:15 - 1:00	Dinner 5:30 – 6:30
Snack Times:	10:30 – 11:00am	3:00 – 3:30pm	8:30 – 9:00pm

The kitchen is closed outside of these scheduled meal times; however water, tea and coffee are available throughout the day. For sanitary/housekeeping purposes, we ask that you keep food and drinks in the kitchen and dining area. You may take water with you to bed. Personal snacks and food items will be checked by staff before they are brought into Allumbaugh House. They will be marked and stored in the kitchen for your access during scheduled meal & snack times. Please refrain from eating or drinking items belonging to other patients.

MEDICATION

- Allumbaugh House provides medication for your mental health or detoxification needs during your stay.
- Any medication brought to Allumbaugh House must be given to the nursing staff.
- A photograph will be taken of you to ensure the safe administration of your medication.
- Personal medications must be clearly labeled with the prescriber identified. All personal medications will be verified by nursing staff before use. If your medication is not available at Allumbaugh House, your personal supply will be used.
- Your physician will evaluate all medications that have been previously ordered and will make changes as necessary.
- Medication education will be completed by the physician and nursing staff. You may also request specific written information regarding your medication including uses, side effects, and what to monitor at home.
- Remaining personal medication will be returned at the time of discharge, unless otherwise ordered by your physician.

Your daily scheduled/routine medications will be passed according to the following schedule:

- Morning meds - 9:00am
- Midday/noon meds - 2:00pm
- Evening – 5:00pm
- Night/Bedtime meds – 9:00pm

Medications are dispensed at the medication room. Scheduled medications will be dispensed once the nurse has prepared the medications for the unit. When you are notified that medications are ready, please cooperate by remaining in the area of the nurses' station until you've received your medications or have been directed otherwise.

Some medications are ordered on an as needed basis . These meds are commonly referred to as PRN medications. PRN medications ARE NOT SCHEDULED MEDICATIONS AND ARE ONLY AVAILABLE UPON TREATMENT NEED AND REQUEST. The nurse will need to assess your need for the medication, monitoring blood pressure, asking you questions about your symptoms, etc. The need to assess you is part of the orders with the medication. If you have any questions about your medication, please talk with your doctor or nurse.

UNIT EMERGENCIES/FIRE ALARMS

In the event of a fire alarm or unit emergency we ask that all patients follow staff instructions. All patients will be escorted by staff to the garden area at the southeast corner of the parking lot. All patients will need to remain there until staff/emergency personnel have cleared the emergency and the building is authorized to be re-entered.

HEALTH CARE AND MEDICAL EMERGENCIES

Allumbaugh House is considered a “sub acute” facility. This means that while you may feel some similarities to prior stays in a hospital or residential treatment center, our operations are different. All care delivered at Allumbaugh House is consistent with orders provided to staff by the Psychiatrist or Nurse Practitioner who is assigned to manage your care. You will have the opportunity to meet with this practitioner several times during your stay.

- Your first visit with your treating medical provider will occur within 24 hours of your admission to Allumbaugh House. If you are admitted for detoxification services you will receive a History and Physical conducted by our Nurse Practitioner. If you are admitted for Mental Health services you will have a psychiatric evaluation conducted by the Psychiatrist scheduled on shift.
- Your final visit with your treating medical provider will occur upon discharge. This visit will allow you the opportunity to review your discharge plan.

You WILL NOT see your treating medical provider on a daily basis, nor is this provider on-site at all times. Allumbaugh House is always staffed by a Registered Nurse. This individual has lead responsibility for implementing the plan of care established by your treating medical provider. As a result, if you have medical questions or concerns that arise after your first admission visit, please report those issues to the nurse on duty. The nursing staff will address your needs and concerns accordingly and report your issue to the treating Psychiatrist/Nurse Practitioner. In certain circumstances you may be scheduled for a follow up visit with the treating medical provider after the Treatment Team has reviewed your concerns.

We take the delivery of health care seriously and want to match your needs with the level of care available at Allumbaugh House. As a result, we asked you many health related questions prior to your admission to Allumbaugh House. We will continue to monitor your health status throughout your stay with us and relay this information to your treating medical provider. In the event there is a change in your health status or there is a medical emergency, we will activate the emergency response system and make arrangements for you to be transported to the nearest emergency room where you can access a more advanced level of health care. If you have a medical or psychiatric advance directive, please be sure you have provided us with this information. While we don't anticipate needing the information, we want to make sure your preferences and wishes are known to everyone involved in your care.

DISCHARGE AND DISCHARGE PLANNING

Discharge planning needs are identified at the time of admission. Allumbaugh House Treatment staff will begin your formal discharge process approximately 48 to 72 hours before your anticipated discharge date. The Treatment Staff will assist you in the discharge plan process with identifying community resources and services available that directly relate to your identified treatment needs and follow up care. Your follow up medical and psychiatric provider services will need to be identified and scheduled prior to your discharge. All prescribed medications that you will be discharged with will require you to have a scheduled follow-up appointment with your identified medical or psychiatric provider or clinic. If you do not have an established medical or psychiatric provider the Treatment Staff will assist you in finding a community provider to meet your follow up care needs. Nursing staff will discuss your medication needs with you.

Once all your community follow up care needs have been identified and arranged you will then be scheduled to meet with the Nurse Practitioner if you are a detox client. If you are a mental health client you will be scheduled with the treating psychiatrist. At this meeting you will receive your discharge orders as well as have the opportunity to discuss/clarify any final discharge needs or concerns.

Discharging from Allumbaugh House will occur after 12:00pm, if you have a specific need to discharge prior to noon you will need to obtain special permission and report your needs to the treatment team at the time you begin the discharge planning process.

If you decided to discharge on the weekend (Saturday or Sunday) or before noon on Monday you will require prior planning to allow for Treatment Staff to coordinate and schedule follow-up appointments with your identified medical or psychiatric provider or clinic before the weekend. Doctor's offices and community service providers are not open on the weekends, preventing Treatment Staff from coordinating your after care needs.

** If you feel the desire to discharge immediately without participating in the discharge process as described above the treatment staff will not be able to accommodate your discharge needs and your discharge potentially will be treated as a self initiated discharge without the support of the Allumbaugh House Treatment Staff.

