

Eastwood Recovery Center

Client Handbook

Welcome. This is intended to give you some guidance for getting the most out of the program and will answer some questions you have. The Brotherhood of Eastwood (including current clients, Alumni, and staff) are here to work together as a team towards recovery. Please let us know how we can help and look for opportunities where you can help others. That is how we grow and change.

Your cooperation and commitment are essential from the beginning. As a member of the community of Eastwood, you share in the responsibilities for its government, maintenance, safety, and security. The rules and schedule are designed to help you get the most out of this experience.

Staff select clients who have shown *quality recovery traits* and *leadership ability* to be of service in the following ways:

- Chairperson/Co-Chairs: One who is of service to his peers and leads by example, listens to peers about any concerns they may have, and brings any concerns or suggestions to the group. Chairperson or co-chairs can also bring any concerns to staff.
- Good Shephard: One who is of service to his peers and ensures that all clients know when and where services are provided. Good Shephard checks rooms to make sure all clients are in group and can notify staff if someone does not want to participate.

Things you may want to know:

- Your folder includes a schedule of daily activities. If you have any questions about the activities or where to go, the Good Shephard or any of your peers can help you.
- Each client is assigned a Primary Therapist. Your therapist will meet with you individually once a week (or more if you need it) to provide therapy and address the deeper issues. Unless we tell you it's someone else, your therapist is the person who did your intake assessment.
- Recovery Techs are available to discuss questions about housing and other case management needs. If you need to make a phone call and can't use the payphone, ask your therapist for a phone pass.
- Residents are expected to help with House Details daily at 4pm as part of therapy. Taking responsibility is a measure of growth in recovery. Specific assignments will be made as situations occur. This will include kitchen crew, cleaning the bathroom, vacuuming etc.
- Our program is based on working and living recovery. We encourage you to read recovery material throughout the day and non-recovery literature after the Gratitude meeting in the evening.
- This program is up to 28 days. Those who actively invest in their treatment and work on core issues may complete sooner than 28 days.

Successful completion of treatment occurs when each client:

- Has worked through the struggle between wanting to use vs. wanting a new way of life
- Has a strong internal motivation for recovery
- Has identified core issues that led to addiction and that prevent recovery
- Has addressed problems within support system
- Has completed autobiography assignment and reviewed with therapist
- Has completed each week's Learning assignments (see directions in folder for Week 1)
- Has an Aftercare Plan and reviewed and gave a copy to therapist

If you have any questions, or believe you are ready to complete please discuss with your Primary Therapist.

We expect to live in harmony with each other and with staff. We understand that this is often something we need to learn how to do.

Things that help maintain harmony in a house with many guys:

- We follow the rules and the schedule. When people expect special treatment or want exceptions to the rules, it creates a ripple effect for everyone else.
- We shower and groom daily. Staff have toiletries they can give you. Just ask. Showers are open from 7am to 11pm. Please don't shower outside of those times so that we are not waking each other up. All clients deserve a good night's sleep.
- House Details help us keep our home clean and comfortable for all. Thank you for doing your part.
 - Making your bed daily, vacuuming your room (weekly or more often if needed), dusting weekly, and taking garbage downstairs daily helps to keep things looking and smelling clean.
- If you have any suggestions for something that would improve the house, please talk to your Chair or Co-Chair to bring up in house issues.
- We encourage you to not nap during the day. Staying awake during the day will help everyone to sleep more soundly at night. After gratitude, anyone may go to sleep before lights out.
- We respect each others' personal space and property.
 - We do not go into the bedrooms of others.
 - We use common spaces for congregating.
 - Combination locks are available from staff. Eastwood is not responsible for lost/stolen items.
 - We respect the furniture provided so that many more Eastwoodians can feel comfortable in this home.
 - We turn off lights/radios when leaving rooms to save electricity as we would in our own home.
- We learn to respect our bodies.
 - We eat healthier food to repair the damage we have done.
 - We drink water throughout the day to stay hydrated.
 - We engage in physical exercise (as deemed appropriate by medical staff).
 - We dress appropriately, and we have a conversation if something is not appropriate.
 - We wear clean clothes (laundry is one of the House Details).
- We leave room doors open except when changing. This helps with minimizing odors, making sure everyone is in group, doing nightly rounds without waking you up, and to ensure the safety of all clients. Room searches and drug tests are done randomly/as needed to help ensure the safety of all.
- Meals are available at meal times and are served by staff and kitchen volunteers to maintain food safety standards. If you are hungry between meals, please ask staff. We refrain from eating during groups so that the focus can be on the groups. Coffee is available in the morning from 7:30am until 9am and again from Noon-1pm. Coffee will be dumped by 9am and 1pm, or you lose the next one.
- We consume all food/drink in the dining room and do not take food/drink upstairs.
- We learn to redefine "fun" in recovery. Board games, books, conversation, quiet time, and learning activities are all new ways that we can spend our time without using. TV is available in the evening after gratitude until lights out at 11:30pm.
- The payphone is available 4-11:30pm daily. Incoming calls are not available unless your family has an emergency. Your family can check on your progress when they come up for the Friends and Family Group and Visitation. (see visitation sheet in folder)
- Smoke breaks are listed on your schedule. Please don't ask staff when the next smoke break is.

Other Helpful Information:

- See Visitation page from your folder for more information about visitation.
- A private room can be available to you for consultation with family, legal, clergy, or others.
- Private phone use can be arranged if deemed appropriate by staff.
- Eastwood Recovery Center will not make “store runs” for any items.
- There is a vending machine and payphone available for your use. Ask the recovery techs if you need to exchange dollars for quarters. Food may ONLY be consumed in the dining room.
- There is a laptop available for your use. Please ask Recovery Techs to utilize the laptop during free time. Examples of appropriate reasons to use the laptop would be to apply for Medicaid or benefits, to look up educational or other community resources, etc. Facebook and email are only permitted with staff present. Approval and use of laptop is subject to appropriateness, necessity, and availability.
- Laundry can be done twice a week. Please check the bulletin board (upstairs and downstairs) for details about what day. It is based on who your therapist is, so please label your basket with Name, Room #, and therapist name.

Our priority is to have a safe, sober environment where we can learn about and practice recovery.

To keep the house safe:

- All medications (prescription and over the counter) are stored in a locked cabinet accessible only by staff. Medical staff will review and approve all medication, both prescribed and over-the-counter.
- Anyone who feels ill must immediately report their condition to the staff on duty.
- Meals are served by designated residents under staff supervision. Only kitchen volunteers are allowed in the kitchen to maintain food safety regulations.
- Hair can only be cut by a licensed professional due to MI health code. We do have a volunteer who comes in and trims hair on occasion. Please ask if you need a haircut.
- Smoking is allowed outside in designated smoking area only during scheduled smoke breaks. Staff will always be present during smoke breaks. We place cigarette butts in the receptacles and keep our surroundings clean. Thank you for NOT throwing cigarette butts away inside.
- We remain in the facility throughout treatment. If there is a reason you need to leave and return, please allow **48 hours** for consideration of your request by your Primary Therapist. Upon return to Eastwood, we will administer a drug screen and search you. Drug screens will be subject to insurance guidelines, unless there is reasonable suspicion.

Fire Alarm Procedure Every resident is expected to become familiar with the location and operation of the first aid kit and fire extinguishers. There is a posted fire evacuation route on each floor. In case of fire which cannot be extinguished immediately upon discovery, every effort should be made to contain the fire rather than to fight it.

1. The fire alert is the sound of the alarm.
2. All occupants of the building must follow the fire plan evacuation route.
3. Fire plan is to be followed until “**ALL CLEAR**” has been announced by person in charge.
4. Fire drills will be scheduled monthly and should be treated as if there is an actual fire.

If you discover a fire:

1. Pull fire alarm.
2. Remove persons in immediate danger (direct all people out of doors across the parking lot to the parking lot of the neighboring building that look like ours)
3. Contain the fire. Close doors in the immediate area.
4. Find a staff member.

We know that it is common sense that the following behaviors may result in discharge from treatment:

You will be dismissed immediately for the following:

1. Possession of, dealing, or using any mind altering substance
2. Physically assaulting or threatening to assault anyone
3. Possessing or carrying a weapon
4. Inappropriate sexual activity
5. Smoking in the building

You may be dismissed from the program for:

1. Not attending groups or activities
2. Verbally abusive language or excessive foul language that impacts others
3. Stealing from others or the facility
4. Destruction of facility, staff or other resident's property
5. Unauthorized departure from the unit (includes walking visitors out)
6. Smoking without permission or in an undesignated area outside
7. Misrepresentation of information on any forms
8. Gambling or exchange of money or property under any circumstances
9. Not giving cell phones or personal electronics upon admission.
10. Possession of prohibited items. (see List of Prohibited Items below)

Prohibited for clinical reasons:

Alcohol, Drugs, or paraphernalia	Electronic cigarettes	Playing cards and dice
Aerosol containers or products with alcohol listed in top 3 ingredients	Pornography or sexually suggestive material	Belongings representing alcohol/drugs, profanity, gambling
Any other mind altering substance	DVDs, movies, music or tapes	
Any electronic equipment <ul style="list-style-type: none"> ▪ Cell phones ▪ Video games ▪ Laptops, IPads ▪ DVD players 	We encourage you to read books that are not of a recovery or spiritual nature during free time only.	Provocative clothing, see through material, tank tops, pants that are sagging or in need of a belt as to not show underwear.

Prohibited for security reasons:

Weapons including pocket knives	Illegal/stolen items including pirated movies or copyrighted items	Items of high and/or sentimental value (jewelry, cash over \$15, credit cards, sports equipment, etc.)
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Prohibited for medical reasons:

Any medications deemed inappropriate by medical staff		
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Prohibited for sanitation reasons:

Food, candy or beverages	Hair-clippers/scissors	
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Prohibited for confidentiality reasons:

Cameras	Cell Phones	
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Prohibited for housekeeping reasons:

Glass containers	Picture frames with glass in them	Any form of glue
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Continuous infractions of items in the Handbook demonstrate an unwillingness to work towards recovery. Each of these infractions can be written up by any staff. Repeated violations of these rules will result in a therapeutic discharge and referral to an appropriate treatment setting. If you receive three (3) or more write ups for minor rules or one (1) write up for major rules, you can be administratively discharged.

Agreements

I agree to be a healthy and supportive member of the Brotherhood of Eastwood Recovery Center and I will do my best to follow the Handbook guidelines and live by the Mission Statement. I will ask peers and staff for support or suggestions if there is something that I find particularly difficult.

I agree to not bring anything harmful into Eastwood, therefore I agree to allow Eastwood Clinics to search my mail and belongings.

I agree to involve my family or supports in treatment. I will let them know about the visitation process (see visitation information sheet in folder) and I will make sure they know they must be on time. We know that addressing the problems in our support system is necessary for a successful recovery.

I take responsibility for my part in being a living example of recovery at Eastwood.