



Wolastoqewiyik Healing Lodge In-Client Treatment Handbook

Revised on November 10, 2016

Current Revision on November 13, 2018



Table of Contents

Welcome to the Wolastoqewiyik Healing Lodge	4
Program overview	5
Philosophy	5
Mission Statement	5
Program Delivery	5
Treatment Program Structure	6
In-Client Weekday Schedule	9
Treatment Policies and Rules	10
Assignments	10
Bedrooms and Bathrooms	10
Bedtime	10
Chores	10
Client Safety.....	11
Confidentiality	11
Drugs	11
Emergency	12
Exercise Room.....	12
Hostile Events.....	12
Illness.....	12
Language.....	12
Laundry	12
Meals	13
Medications	13
Outside Exercise	14
Participation.....	14
Personal Items.....	14
Phone Calls.....	15
Recreation & Leisure	15
Religion	15
Respect.....	16
Smoking	16
Visitors	16
Program Discharge	17
Client Request.....	17



Program Discharge	17
Completion of Program	17
Clients' Rights.....	18
Client Handbook Signature Page.....	19



WELCOME TO THE WOLASTOQEWIYIK HEALING LODGE

We, the Staff of the Wolastoqewiyik Healing Lodge, would like to take this opportunity to welcome you to our facility. We take pride in our program and look forward to sharing our clinical and traditional knowledge and teachings.

While staying with us, you will complete a program designed to help you learn more about yourself and your addiction through various types of counselling and group sessions. Your path to recovery begins with you. For this program to be a positive event, you will need to participate in all scheduled activities and work hard right from the start. With your honest efforts, you will soon be on your healing journey.

Please read the entire Handbook, as to avoid any misunderstandings that could arise from not knowing what is expected of you. If you have any questions concerning any of our policies, please feel free to ask one of our Staff members.

Woliwon,

Wolastoqewiyik Treatment Team



PROGRAM OVERVIEW

PHILOSOPHY

We, the Staff at the *Wolastoqewiyik Healing Lodge*, believe addiction affects all aspects of the body, mind and spirit, which can be healed through a holistic process to reconnect to a presence greater than ourselves.

MISSION STATEMENT

As the Wabanaki people, we acknowledge the need for each client to learn and practice the holistic approach to self-healing. We promote all aspects of the medicine wheel, which include the physical, emotional, mental and spiritual values and beliefs passed down to us by our Elders.

PROGRAM DELIVERY

Group programs are conducted daily, with several objectives: Providing basic knowledge and prevention on various topics, assisting clients in developing social and life skills, providing opportunities for group counselling, and providing the opportunity for clients to learn from their peers in a positive manner. Service provision takes into consideration the mental, emotional, spiritual and physical aspects of the client.

Group programs will include a journey of Personal Growth, Dynamics, Skills Development, Education, Information and Culture.



TREATMENT PROGRAM STRUCTURE

Our holistic recovery program is divided into the following five phases: Orientation, New Beginnings, Education, Personal Discovery and Aftercare.

1. ORIENTATION

Orientation will take place on the day of arrival. The Staff will meet with the clients in a group to review the handbook and answer any questions. Orientation allows time for the Staff to evaluate the client's personal needs and to prepare the best possible treatment plan and goals. It also allows time for the clients to become acquainted with the Staff, facility, other clients and the program.

2. NEW BEGINNINGS

The individual will be given info in preparation for strengthening the body, mind and spirit. The emphasis in the first 2-3 weeks will be on proper nutrition, exercise and rest.

3. THERAPEUTIC PROGRAM

This information will be achieved through presentations, library resources, handouts, video material, guest speakers and group discussions. A wide range of topics will be available including the mental and physical affects of alcohol and other drugs on the user and their family, addiction and brain chemistry, relapse behaviors, nutrition and co-dependency.

Personal Growth takes clients on a journey of exploration and self-discovery. This is done using group programming, activities, journaling and various reflective readings and cultural teachings. Some of the areas covered include: Setting Treatment Goals, Traditional Values, Journaling, Human Development, Self-Esteem, Feelings, and Who am I.

Group programs on *Dynamics* look at understanding some of the underlying forces and cycles at work in addictions such as: Co-dependency, Family Dynamics, Addictive Behaviors, Relationships, Cravings and Triggers and the Role of Grief and Loss in Addiction Recovery.



Skills development is the part of the therapeutic program that assists the client to build and rebuild social and life skills as prevention tools. The Skills Development program can include: problem solving techniques, mindfulness, understanding anger, decision-making, and handling stressful situations. Some of the skills development sessions are enhanced using videos.

Clients are also taught relaxation techniques such as breathing exercises, yoga, acupuncture, tapping (meridian points) and the use of detox teas, etc. The Healing Lodge also offers optional sessions and groups on Smoking Cessation.

As well, the *Education* component of the therapeutic program may include presentations provided by community resources such as the Nutritionist, Nurse Practitioner, Community Health Nurse, Cultural Advisor and the LPN. These are in addition to *Education/Information* sessions facilitated by the residential counsellors. Some topics may be introduced through a video presentation, after which clients are invited to participate in discussion groups.

The *Culture* component of the Healing Lodge program is an integral part of how treatment services are provided. The goal is to enhance the client's cultural knowledge and to encourage them to celebrate their First Nations identity.

Ceremony is an integral indispensable component of First Nations custom and traditions. Ceremony is an honoring and a means of expression of inherent beliefs and values of First Nations culture. Regular cultural programming is offered to the clients to increase their awareness of their heritage, as well as to provide them the opportunity to learn about Medicine Wheel teachings and to participate in the Sweat Lodge. Introduction of the Sweat lodge ceremony; the meaning, purpose and significant of ceremony are introduced. Smudging is provided daily. Clients are encouraged and supported to learn and to share their own experiences.

4. INDIVIDUAL COUNSELLING

Individual counseling provides an opportunity for the client to deal with their identified treatment issues on a one on one basis with a Counsellor, and possibly with the consulting psychologist. Individual counselling is included in the weekly schedule; however, if a client requires more one on one, the treatment team will make arrangements to accommodate.



5. PHYSICAL ACTIVITY AND RELAXATION

Clients are encouraged to make physical activity and recreation a part of their recovery and to use it as an important tool to counteract cravings and withdrawals. The program includes daily walks, some individual sports activities such as canoeing and snow-shoeing, stretching exercises, and personal gym work out with equipment. Clients can also participate in basketball and horseshoes.

There are scheduled periods of relaxation in the evening and on weekends, and clients are encouraged to learn to be comfortable with themselves, to reflect and meditate, to look after themselves and to begin to enjoy the moment. This is also a time when clients are asked to work on their journals, or to complete assignments.

6. PERSONAL DISCOVERY

Personal discovery is an important part of the recovery. As a client learns more about themselves and various ways to improve their life skills, they will have a better chance for the personal development that is essential for recovery. Every client will keep a daily journal. The purpose of the journal is to help individuals to achieve a deeper understanding of themselves and to keep a record of their daily progression towards recovery.

7. FAMILY

Families are encouraged to be part of the client's healing journey. Clients can receive visits from family after the second week of the program.

8. AFTERCARE

An aftercare plan is developed with individuals prior to completion of their treatment program. The aftercare plan covers the sensitive period after treatment during which the client takes total control over their recovery. The plan identifies goals and objectives with benchmarks for individuals to measure their progress and chances for relapse. As a Staff, we will encourage individuals to continue their participation in the Support Groups and traditional programs to keep the appointments with their Counsellor, as well as share about their recovery with new clients. If requested, the Staff can provide information to the families and friends of a client to assist with the healing process.



IN-CLIENT WEEKDAY SCHEDULE

MORNING

7:00-9:00am	WAKE -UP, BREAKFAST & CLEAN-UP
9:00-10:00am	DAILY READINGS, SMUDGE
10:00-10:30am	BREAK
10:30-12:00pm	GROUP SESSION

NOON

12:00-1:00pm	LUNCH, KITCHEN CLEAN-UP
--------------	-------------------------

AFTERNOON

1:00-1:30pm	WALK/PHYSICAL ACTIVITY
1:30-3:00pm	GROUP SESSIONS
3:00-3:15pm	BREAK
3:15-4:15pm	GROUP SESSION
4:15-5:00pm	BREAK (R&R)
5:00-6:00pm	SUPPER, KITCHEN CLEAN-UP, CHORES
6:00-7:00pm	WALK/PHYSICAL ACTIVITY

EVENING

7:00-9:00pm	EVENING SCHEDULE (Step Meetings, Talking Circles, Support Groups, Exercise)
9:00-11:00pm	ASSIGNMENTS, R & R, ETC.
11:00pm	LIGHTS OUT---BEDTIME (Sunday-Thursday)
1:00am	LIGHTS OUT---BEDTIME (Friday & Saturday)



TREATMENT POLICIES AND RULES

ASSIGNMENTS

- A. Daily Journals must be completed every day before lights out.

BEDROOMS AND BATHROOMS

- A. Keep room neat, bed made and sink, bathroom and floors clean.
- B. Random inspections will take place at the discretion of Staff.
- C. Any items that are not allowed (i.e. drugs) will be grounds for discharge from the program.
- D. Visiting in another client's room is not permitted.
- E. Bedroom doors must be closed at bedtime.

BEDTIME

- A. Sunday to Thursday bedtime is at 11:00pm.
- B. Friday and Saturday bedtime is at 1:00am.

CHORES

- A. All assigned chores must be done as scheduled.
- B. Dishwashing chores will be supervised by the Staff on duty and completed after each evening and weekend meal.
- C. Clean-up includes putting appropriate food and leftovers in the refrigerator and other food items such as salad dressings put back where it belongs immediately after each meal.



- D. All cleaning supplies and equipment for chores are located in the laundry room and are to be returned there after use.
- E. Not participating with chores will be dealt with by Staff on duty. It will not be tolerated and will result in a loss of privileges (i.e.: phone, visitation, outings) or discharge from the program.

CLIENT SAFETY

- A. Fire Exit Routes are posted by every room door.
- B. Fire drills/exits/evacuation plan will be communicated to each in-client program.
- C. Universal precautions for hand washing techniques are posted in all bathrooms and near all sinks.

CONFIDENTIALITY

- A. All documentation and information, whether written or verbal about a client, will be kept confidential; this information will be used only in the interest of the client's recovery and will not be released unless a *Release of Information Form* is signed by the client, or when not releasing information would result in harm to a client; or another human being.
- B. All requests for information from outside sources will be referred to the client's counselor [who will then consult with the client].
- C. Do not give out any personal information about other residents; this includes names and where they are from.

DRUGS

- A. In addition to searching the personal luggage/items of all clients upon arrival, there will be random searches by staff. If found, non-prescribed/illegal drugs will be taken, and the client will be discharged from the program.



EMERGENCY

- A. In the event of an emergency, the client's designated person will be notified as indicated on the *Intake Form*.

EXERCISE ROOM

- A. All persons using the exercise room must sign an *Activity Release Form* before using the equipment.
- B. Clients can use exercise room at assigned times; not before 7:00am and not after 9:00pm.

HOSTILE EVENTS

- A. In case of a hostile event within the *Lodge*, all clients will return to their rooms and follow the directions of Staff.
- B. Local R.C.M.P. will be notified immediately and charges may be made.

ILLNESS

- A. Inform staff or LPN during the day; in the evening or on weekend, support staff can contact the LPN or Community Nurse.

LANGUAGE

Swearing, foul language and obscenities will NOT be tolerated and could result in a loss of privileges (phone, visitations, or outings) or discharge from the program.

LAUNDRY

- A. All clients are expected to do their own laundry.
- B. Facilities are located on the premises.
- C. Laundry is to be done only between 5:00 and 10:00pm on weekdays, not during the day. However, all laundry must be completed before bedtime. Laundry door will be locked during the day.



- D. Do not leave clothes in the washer and dryer.
- E. Clients are responsible for washing and changing their bedding once a week.

MEALS

- A. All food and beverages are provided for the clients.
- B. Clients are expected to fill out the *Meal Information Gathering Form* on the first day of arrival, regarding allergies, sensitivities and preferences.
- C. Clients are expected to prepare their own breakfast and some other meals as determined by the staff on duty and clean up immediately after.
- D. No cooking just before or after 10 pm.
- E. Clients are permitted to have snacks at a reasonable time prior to bedtime.
- F. Absolutely no food is allowed in the Presentation Room or bedrooms, including snacks. Food is only to be eaten in the dining room area.

MEDICATIONS

- A. No medications are given unless prescribed by your doctor and blister-packed.
- B. All medications must be blister packed and submitted to Staff to be logged when arriving for admission and checking in.
- C. Client identity must be established prior to administration of prescribed medicine by requesting the client's name, date of birth, and/or any other appropriate inquiry.
- D. The dosage and time of medications to be administered must be done as prescribed and recorded in the client's *Medication Log Form*.
- E. Medications are to be administered in the LPN's office only.
- F. All meds are to be kept in a locked cabinet in a locked office.



- G. Procedure of medication administration includes:
- Treatment Staff member notifies client of meds due.
 - Medication will not be given at any other time.
 - Staff member observes the client swallowing prescribed meds.
 - Client verifies receipt of meds by initialing the meds description as noted in the medication log in their binder.
 - Staff member verifies the above by initialing the same.

OUTSIDE EXERCISE

- A. All clients participating in outside activities must complete an *Outside Activity Form*.
- B. Clients must participate in daily scheduled physical activities such as Walks, unless they are ill in bed.

PARTICIPATION

- A. Being late for sessions will not be tolerated.
- B. No walking out of sessions on a constant basis. If it should become a disruption during the sessions, Staff will address it.
- C. All clients **MUST** attend scheduled sessions, support groups and events. Failure to do so may jeopardize a client staying in the program.
- D. All clients are expected to attend the talking circles and sweats, or participate in some way (i.e.: help with preparation, take part in the teachings). We ask that the client use that time for reflection. The Presentation Room/TV Room will be locked during this time.

PERSONAL ITEMS

- A. No cell phones or computers allowed. If these items are brought, they will be confiscated for safekeeping for the duration of stay.
- B. No video games or personal cameras are permitted at the *Lodge*.



- C. Only MP3 players are permitted at the *Lodge*.

PHONE CALLS

- A. All calls must be prior approved by the Staff on Duty.
- B. Calls are an earned privilege and limited to 2 calls, 10-minutes each, per person, unless otherwise approved by the certified Staff.
- C. No phone calls until the second weekend of treatment between 10:00am - 9:00pm, only on weekends.
- D. Clients are not permitted to answer any calls coming into the *Lodge*. Clients are not allowed to leave a number for any call back's into the *Lodge*.
- E. Messages from any incoming calls will be passed on to one of the treatment Staff/attendant who is familiar with each client's *Phone Call – Release of Information Form*.
- F. Any phone calls resulting in a high volume of anger or upset will result in a loss of phone privileges.
- G. Calls are to be made in the Lobby area only and will be monitored.

RECREATION & LEISURE

- A. Our facility offers minimal recreation/leisure options such as crafts, art, puzzles, books, games and cards, basketball, etc. Depending on the season, there is a list of optional activities posted in the dining room.
- B. Weekday television hours are from 8:00-11:00pm. Weekend television hours will be determined by the discretion of the Staff on Duty.

RELIGION

- A. The *Lodge* does not endorse any particular religion but will support the participation for those clients who wish to be involved in their chosen denomination.



RESPECT

- A. Respect is required at all times.

SMOKING

- A. The building is a smoke-free environment. Smoking is only permitted in designated areas which are 9 m (27 feet) from an entrance and from the Sweat Lodge. Nicotine replacement therapy is available on request.
- B. No smudging, candle or incense in bedrooms or bathrooms.
- C. Smudging is only done in designated areas: presentation room, video room and outside.

VISITORS

- A. No visitors permitted in the first two weeks of treatment.
- B. Beginning with the third weekend of treatment, visiting is restricted to weekends with the prior agreement by Staff.
- C. Weekend visiting time must be arranged with Staff on Friday prior to the visiting weekend.
- D. The number of visitors may be restricted.
- E. Visitors are not permitted in your bedrooms.



PROGRAM DISCHARGE

CLIENT REQUEST

Client can request a discharge if they truly feel they are unable to successfully complete the program at this particular time in their life. All discharges are processed through the Treatment Staff. The referral agent is always notified of the client discharge.

PROGRAM DISCHARGE

Participants will be discharged immediately if:

- A. Absent from the facility without permission.
- B. Use of drugs other than that advised by a physician.
- C. Acts in a manner that endangers the staff or other participants.
- D. Fails to follow rules and regulations of the Lodge.
- E. Failure to participate in group sessions and program activities.

Our facility rules and regulations are there for everyone's well-being. Please be considerate. We are available and need to hear from you if there is a problem.

COMPLETION OF PROGRAM

Upon successful completion of the Residential Treatment Program at *Wolastoqewiyik Healing Lodge*, each client will be given a *Certificate of Completion*. Graduation will be planned as a group, individualized to each treatment group that attends the *Wolastoqewiyik Healing Lodge*. Family and friends are invited to attend the graduation ceremony. The graduation is an important part of the program and all clients are expected to participate.



CLIENTS' RIGHTS

Regardless of age, race, sex, income, education, lifestyle choices, religion or socioeconomic status, the Healing Lodge and Staff support:

1. The right for all clients to be treated with courtesy, empathy and respect, and to expect ethical behavior from their counsellor;
2. The right to receive quality and dependable services at all levels, sometimes tailored to meet the needs of the individual;
3. The right to privacy and confidentiality when seeking or receiving care except for life threatening situations or conditions;
4. The right to confidentiality of client records
5. The right to equal treatment according to individual needs, but not necessarily to receive equal resources;
6. The right to make an informed choice, and to self-determination;
7. The right to revoke their authorization to release except to the extent that action has not already been taken;
8. The right to have commitments fulfilled;
9. The right to integrity in a counselling relationship;
10. The right to be informed about policies, procedures and guidelines;
11. The right to receive a punctual, polite response to a request;
12. The right to have dignity safeguarded;
13. The right to express complaints about services by speaking to a counsellor. If you are not comfortable speaking to your counsellor directly, you may speak to the Healing Lodge Manager. If your complaint is not resolved, you may make a written complaint to the Health Director, with a copy to the Manager.
14. The right to appeal to the Healing Lodge Manager or the Director of the Neqotkuk Health Center whenever there is justifiable cause.



CLIENT HANDBOOK SIGNATURE PAGE

I, _____ have read through the
Wolastoqewiyik Healing Lodge Handbook.

The content of the Handbook has been explained to me during Orientation by my
counsellors.

I understand the program, rules and regulations of the Healing Lodge.

Client Signature: _____

Date: _____

Witness: _____

Date: _____