

RENEWAL TREATMENT,INC.

**REENTRANT
GUIDEBOOK

FOR
MALE
INPATIENT
DRUG & ALCOHOL
TREATMENT SERVICES**

RENEWAL TREATMENT, INC.

Renewal Treatment Inc.

704 Second Avenue, 6th^{Fl.}

Pittsburgh, PA 15219

412-697-0110 x3800

WELCOME

Welcome to Renewal Treatment, Inc. Renewal Treatment, Inc (RTI) is a subsidiary of Renewal Inc. Your experience here will be much different than previous attempts at treatment. The RTI objective is to assist clients in changing both substance abuse behaviors and criminal thinking patterns. We also address the special needs of those individuals involved at various levels of the criminal justice system. We are a structured treatment program that provides you with the tools to change addictive and criminal thinking and behavior. We utilize the Stages of Change Model; a Cognitive-Behavioral Perspective; a Rational Self Counseling curriculum and interactive journaling. You will work with trained and credentialed staff to develop recovery strategies and thinking skills that will enable you to evaluate consequences in order to maintain a productive life upon release. We believe that individuals are responsible for their behavior, and that you are able to change your thinking. By changing thinking you will be able to change your feelings, and behaviors. However, the choices and the responsibilities are yours.

USING THE GUIDEBOOK

This guidebook outlines the RTI substance abuse treatment program. It is available as a handy reference for you during your stay at RTI. **PLEASE ASK YOUR THERAPIST**, if you have any questions about the information contained in this guidebook.

LOCATIONS

RTI is an inpatient substance abuse treatment program for adult males located at 704 Second Avenue in downtown Pittsburgh. This inpatient facility also serves as a community correction treatment option for offenders from Allegheny County Drug Court, Allegheny County Jail, the Pennsylvania Department of Corrections, the Pennsylvania Board of Probation and Parole and the Federal Bureau of Prisons and Pretrial Services of the US District Court.

The RTI Outpatient facility is located at 700 5th Avenue, Pittsburgh, PA 15219. The outpatient program serves both adult males and females. It also serves offenders as an option for community corrections.

RTI is a private, non-profit corporation, governed by a volunteer Board of Directors. It is licensed by the Pennsylvania Department of Health, Bureau of Drug and Alcohol Programs for both inpatient and outpatient treatment services. Both residential and outpatient accommodations include group rooms, therapist offices, a cafeteria, and a supervisor's office.

CODE OF ETHICS

The employees at Renewal are available to assist you in reaching your goals and objectives. They are not permitted to receive gifts, tickets, food or payment of any kind from you. The reentrant should not offer personal services or gifts to staff members.

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CONFIDENTIALITY

You are guaranteed the right to privacy according to all State and Federal laws and regulations. Personal information will not be released without your signature on the forms that govern all drug and alcohol treatment facilities.

RULES OF CONDUCT

During your treatment you will live as part of a community, both in and out of the Center. Your behavior is the result of choices that you alone make; therefore, you alone, are responsible for the consequences that result from your behavior. You are expected to stop and think before speaking and acting in ways that contribute to situations of conflict. The staff is here to assist and help you, but will not tolerate inappropriate, disruptive or abusive behavior. The Center is your home for the duration of your treatment and is to be treated with care. The rules of conduct are very basic:

- You will remain drug and alcohol free.
- You are expected to treat the staff and your fellow reentrant with respect.
- Reentrants are not permitted on the elevator without an authorized pass from the clinical supervisor or physician.
- Reentrants are not permitted to supervise other reentrant under any circumstances.
- You are not permitted to lie down or sleep in your bed during the day unless you have special permission from your therapist, i.e. due to illness. Lying down is permitted after the evening group. On those evenings when there is not an evening group; you are permitted to lie down after evening details are completed.
- You are not permitted to signal out the windows or any part of the building. Bedroom window blinds must be down at all times.
- Smoking is prohibited. If a reentrant is suspected of being in possession of tobacco, lighters or matches they are subject to being searched on the spot. Including strip searches. The smoking ban includes during outings and activities outside the Center. Violating the smoking policy will result in mandatory attendance at all smoking cessation groups.
- Reentrants are not permitted to make any major alterations to their appearance during their stay at Renewal Inc. (i.e. tattoos, hair color, hair style, etc.)
- All electrical devices must be approved by maintenance. Any electrical devices not approved by the staff will be considered contraband and subject to confiscation.
- Reentrants are not to approach staff in the hallways, common areas or any area that is not confidential to discuss case issues. This is considered interfering with staff in the performance of their duties.
- A Reentrant who are found to be manipulating staff or other reentrants will be subject to discipline.
- Any time a staff member is engaged in addressing a reentrant; other reentrants are not to become part of that interaction. If a reentrant intervenes while a staff member is addressing another reentrant or dispersing their duties (i.e. supervising cleaning, dispensing medication, logging in our out, etc.); this will be considered a major program violation and subject to sanctions.
- Reentrants are not permitted to lend or borrow money or personal belongings from other reentrant or staff.

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- Reentrants are not permitted to sell or trade personal items.
- Reentrants are only allowed in their own room/sleeping area.
- Reentrants room lights are to be on during the day from 6:30 AM to 10:00 PM.
- Reentrants are not allowed in the file room or Treatment Aide Station for any reason. Reentrants are not permitted in staff offices without a staff person present. Violations of any of these areas is considered a major program violation and subject to sanctions.
- Headphones are not to be worn during the day and only after treatment is completed for the day.
- CD players, MP3, and clock radios must have earphones.
- Reentrants are expected to take all prescribed medications according to the Doctor's order. Reentrants are also expected to take over the counter medications as prescribed by the manufacturer and only if approved by medical personnel.
- Reentrants are not to have their feet on the furniture at any time.
- In order to ensure the telephones are not dominated by a few reentrants; reentrants are not permitted to sit in a chair; or kneel or sit on the floor while on the telephone.
- All toiletry containers must be from a manufacturer; and must contain an ingredients list. Toiletry bottles must be clear.
- If light bulbs are loosened or removed from the light fixtures, lockers are damaged or broken, THE FLOORS WILL BE SHUT DOWN, TV PRIVILEGES WILL BE REVOKED AND OTHER RESTRICTIONS WILL BE PLACED ON ALL REENTRANTS.

CONDUCT TOWARDS STAFF AND OTHER REENTRANT

Reentrants' are expected to maintain proper conduct toward staff and other reentrants. Obscene, abusive, profane or threatening language is prohibited. Sexual innuendoes or comments directed towards staff or other reentrant are considered a major violation of program rules. RTI will not tolerate behavior that is considered aggressive, abusive or threatening. This includes name calling.

Reentrants are to address staff as "Mr. or Ms." along with their **name**.

Reentrants are expected to comply with all instructions given by any staff member. If a reentrant encounters difficulties with an individual staff member or other reentrant they should report this to their Therapist, Clinical Supervisor or the RTI Clinical Supervisor.

Lying to staff will not be tolerated and will be cause for disciplinary action.

CONTRABAND

The following items are considered contraband and will not be returned. If they are found on a reentrants' body, in his room, clothing, or anywhere in his control, he will be subject to disciplinary action that may result in revocation of reentrants status. Any items delivered to Renewal through mail or through a drop-off will be considered reentrant property. Each individual will be held responsible for any items dropped off or delivered to her. This includes all contraband and items purposely concealed. If a

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reentrant finds any of these items anywhere in the facility, he must immediately report them to the staff on duty. Contraband items include:

- Any items that is illegal, illicit or inconsistent with the Rules of Conduct. These items are considered contraband and not permitted in the Center.
- Chewing tobacco, snuff, dip, loose tobacco, rolling papers, cigarettes, lighters, vapes and matches.
- Air fresheners, incense, candles, potpourri, scented oils, and all other room fresheners.
- Any illegal drug.
- Aerosol products.
- Any items deemed a threat to the security of the facility such as firearms, ammunition, or other lethal weapons. Also any item that has been altered to resemble a weapon or could be used as a weapon.
- Any food items found in lockers or on a reentrants' person outside the dining or common rooms areas. This includes fruit, candy, condiments; and any drinks served in the dining hall.
- Alcoholic beverages or any substance that can possibly cause an intoxicating effect.
- **Any items in excess of the clothing or personal belongings allowance.**
- Any item that glamorizes an addictive or criminal lifestyle and displays alcohol, drug and/or gang related sayings, labels or exploitive pictures of men/women.
- Any item containing alcohol such as mouthwash, cough syrup, etc.
- Baby/Body Powder.
- Boom-boxes, IPods and MP3 players with wi-fi, video games, photo, and recording capability.
- Book bags, back packs or carrying bags with more then one compartment may not be taken in and out of the Center. Single compartment bags and portfolios are allowable.
- Bootleg CD's; only manufactured CD's are allowed.
- Cameras.
- Condoms.
- Controlled substances under the Pennsylvania Drug, Devise, and Cosmetic Act.
- Correction fluid such as white out or liquid paper.
- Chewing gum
- Chlorine bleach products.
- Reentrants are permitted to have \$35.00 spending money on their person per week. The remainder will be deposited into their reentrants account.
- Checking and savings account instruments. Credit Cards/Debit/ATM cards (with the exception of the Access card).
- Cigarettes
- Detergent
- Drug paraphernalia.
- Disabling substances such as tear gas, mace, pepper sprays, or stun guns.
- Drinking cups, bowls.
- Dryer sheets (because of fire hazard).
- Any electrical devices left unattended other than a clock radio.
- Fireworks.

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- Flammable devices of any kind.
- Flashlights.
- Glue of any kind, that includes nail glue and fingernail polish.
- Hand tools.
- Handheld video games.
- K-2, or any product similar to K2, Salvia products
- Keyless entry fobs.
- Lighters
- Lottery tickets or gambling stubs of any kind and playing cards and dice.
- Matches
- Monitoring devices such as police scanners, CB radios, etc.
- Motor vehicle keys of any kind.
- Movies of any kind, VHS, DVDs, etc.
- Musical instruments are not permitted in any Renewal Building.
- Nail polish.
- No glass or breakable objects including mirrors, picture frames or utensils.
- Non-alcoholic beer or wine.
- Padlocks of any kind.
- Pagers or cell telephones.
- Plastic bags
- Portable DVD Players.
- Pornography of any type, including novels which promote crime, drug use and high risk antisocial behaviors. Inappropriate photos, drawings or pictures.
- Prescription and over the counter drugs which have not been approved and recorded for the reentrants use. All medications are stored in the med room.
- Rechargeable batteries and charger component.
- Straight razors, rug cutters, box cutters, letter openers, scissors (including barbering scissors).
- Tobacco products and paraphernalia.
- Toys, stuffed animals, dolls, figurines, games, and any games of chance
- Personal care items or toiletries that are not in clear bottles and/or do not have an ingredient list with the exception of bottles labeled and approved by staff.

NOTE

For Fire/Safety Purposes, burning of anything in the facility is prohibited.

As with all designated contraband, items will be confiscated and destroyed. **Contraband items will not be returned to you.** A reentrant found in possession of any of these items will be subject to disciplinary action. Any reentrant setting off a false fire alarm will be subject to in house sanctions and reported to the local fire authorities.

ALCOHOL / NARCOTIC BAN

All reentrants, regardless of prior drug and alcohol usage are placed on an alcohol/drug ban as a condition of their placement at Renewal Treatment, Inc. The illicit use of any street or prescription drug will result in the immediate revocation of the reentrants' status in the Center. The use of alcoholic beverages is also strictly prohibited. A violation of this

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is considered a major program violation, which can result in the revocation of your stay at Renewal.

Because of this strict ban on alcohol, narcotics, and all street drugs, **reentrant must inform any physician or dentist who is treating them of the ban.** This is done so that the physician or dentist can prescribe medications that will comply with the center's programming. This is a relapse prevention skill that will help you if you choose to stay clean and sober.

Since some over-the-counter medications contain alcohol or a sedative, reentrant must also read labels on any such products that they buy. Over-the-counter medications for coughs and colds that contain alcohol or a sedative are forbidden. Reentrant should consult a pharmacist for alternatives to medications containing alcohol or sedatives.

As with over-the-counter medications, some mouthwashes and skin care products contain alcohol. Products of this type that are in liquid form and may be consumed are also forbidden. Hair sprays, body lotions, etc. which may contain trace amounts of alcohol are permitted. However, reentrant should seek clarification from the Treatment Aide or Therapist about the appropriateness of any alcohol-containing product.

The reentrant is solely responsible for compliance with the alcohol and narcotic ban. Any positive-for-alcohol reading in urinalysis or breathalyzer testing will be considered a violation of the ban. Explanations that the positive reading comes from a source other than alcoholic beverages (i.e. mouthwash or cough syrup) will not be considered a justification.

Reentrant taking prescription medications are to take them as prescribed by the prescribing doctor. Not taking medications as prescribed is a program violation and subject to sanctions. If a reentrant experiences problems with a prescribed medication she should report this to her therapist right away. The therapist will work with the reentrant to resolve any medication issue.

NON-ALCOHOLIC BREWS AND "NEAR-BEERS" ARE FORBIDDEN.

DISCIPLINARY RULES AND PROCEDURES

All Reentrants are expected to observe appropriate standards of behavior as outlined by the rules, regulations, and policies of Renewal Inc.

Behavior that deviates from our identified standards will be evaluated within the context of the total plan for the reentrant; the effect of the inappropriate behavior on others; and its impact on the orderly operation of the facility. Staff will attempt to resolve minor violations through counseling and cognitive thinking report assignments as well as demerits in the phase system. However, the nature and frequency of violations may result in a major program violation; a behavior contract; or the reentrant being sanctioned by the legal authority that referred them.

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Once charged with a major program violation or sanction, you will be required to attend a disciplinary hearing with the Clinical Supervisor within 10 working days of the incident or be disciplined according to your referring jurisdiction.

ORIENTATION and REENTRANT GUIDEBOOK

When you arrive at the Center, you will be restricted to the facility for the duration of your stay unless escorted by a staff person. During the first week at RTI, you will go through an orientation with the Intake Staff who will explain the program and your responsibilities; including the reentrant agreement, consent to treatment and releases of information. These forms become part of your Renewal file. You will receive this Reentrant Guidebook during intake. Please read it as you are required to learn and abide by these guidelines. During the first week; you will begin to identify what you need to get from treatment. **Reentrant are not permitted to leave the facility for the first 3 days (72 hours) after admission or least until they have been through an orientation.**

RATIONAL THINKING WORKBOOKS AND JOURNAL

You will be provided with workbooks, a journal and a program schedule. It is your responsibility to be fully aware of your requirements in relation to these documents. You will be using these materials daily and are responsible for their whereabouts at all times. We ask that you put your name on each workbook and on your journal. If you lose your workbooks and journal; you will have to **redo** your work. The therapists will assign a certain number of workbook pages for you to complete daily. You are expected to write in your journal daily; using the journal outline as your guide to thoughtful and meaningful entries. Your workbooks and journal will be reviewed regularly by your therapist and possibly the clinical supervisor. Your understanding of the material will be assessed by your therapist.

TREATMENT

RTI's objective is to assist individuals in changing both substance abuse behavior and criminal thinking patterns. Our position is: Addiction is a primary disorder rather than a symptom of any other problem. We think that with effective treatment, the addiction can be arrested and recovery can occur. We believe that:

1. Individuals are responsible for their behavior.
2. Individuals are able to change their thinking.
3. By changing thinking, one can change feelings and behavior.

Recovery from addiction implies the development of a lifestyle that is conducive to societal standards. Recovery means accepting your addiction as a primary disorder and following treatment recommendations. Recovery from addiction incorporates changes in thinking and in behavior. You will be expected to accept feedback about your thinking and behavior with an open-mind.

In treatment you will learn to apply basic skills and techniques to change your substance abuse and criminal thinking. The key to a successful recovery is **your commitment to change**. The RTI staff is skilled at guiding you through the change process, unless you take responsibility for your recovery, you will not be successful. **A common mistake that reentrants make is underestimating what it takes to make a significant**

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lifestyle change. You will need to examine your thinking, your character and your commitment. This will take sustained effort on your part.

A reentrant conditioned to drug and alcohol services is expected to participate in an open, honest and willing manner. All reentrants must meet the following expectations:

- Complete all workbooks, daily journaling and do assigned work in a timely manner. Sign your name to your workbooks.
- Attend all individual and group sessions.
- Be on time for all scheduled sessions.
- Verbally participate in all scheduled activities.

If you miss portions of programming for any reason you will be required to make it up. Including additional writing assignments.

Cognitive Therapy

Cognitive counseling is used throughout treatment along with other techniques. This approach helps you detect, identify and correct errors in your perceptions, attitudes and thoughts. Inaccurate perceptions and thinking errors lead to poor decisions; which in turn often lead to self-defeating behavior. As you become more aware of your thoughts, you can begin to challenge them, and rid yourself of such errors. As a result, you will be more likely to make good decisions, behave in beneficial ways, and increase your satisfaction in life. Cognitive techniques are used in individual sessions, group counseling, and journal assignments.

AA / NA Attendance and Outings

Any time you attend an AA / NA meeting or participate in an outing, you are expected to behave in an appropriate manner. **You are not allowed to meet family, friends, or acquaintances.** While outside the Center you are expected to stay with your group during the entire outing. You are not permitted to use any type of phone while on the outing. You are not permitted to use any tobacco products while outside of the facility. If you violate any of the requirements for attending outside NA/AA meetings or participating in outings you will be restricted from future outings. You are required to fill out a RTI AA/NA meeting form for each in-house and outside meeting you attend. Meeting forms are turned in to your therapist no later than the following day. Participation in meeting attendance and other outside activities is limited. Seniority and points are often used as a basis to determine eligibility for out side activities. If reentrant do not follow the guidelines for outings or the directions of the staff supervising the outing can be immediately terminated.

Group Therapy

Group therapy is one of the most important aspects of your treatment at RTI. It can be extremely beneficial to your success in the program. It is sometimes difficult for new reentrant to know what is expected of them and what their role is in the group.

Group members are:

- Accountable for their actions.
- Responsible for examining their motives and thinking.
- Challenged to begin behaving differently.

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- Reentrants are expected to participate in group by talking, sharing thoughts and feelings, and by accepting and sharing constructive feedback with other members.

Some of the benefits of group therapy are as follows:

- It creates an atmosphere where you can share openly and honestly.
- It allows you to see yourself through the eyes of others who understand your addiction.
- It helps you to develop strategies for changing addictive behavior, faulty thinking, and affords you the opportunity to practice new skills and get feedback.

Family Program

The Family Program takes place on Monday night from 6:30 to 7:30 pm. Any loved one may attend the Family Program including children, significant others, family members and other supports. A Family Program visiting form must be turned into your therapist by noon the day before.

- You are permitted two participants each week for the Family Program and additional participants while an option, must be approved by therapist in advance.
- Participants can not be on any type of probation or parole.
- Participants must be sober and supportive.
- Participants are subject to search.

PROGRAM ADVANCEMENT

Upon admission to Renewal Treatment Inc. you will be automatically awarded 100 points. In order to complete the program, you must maintain a minimum average of 80 points overall. If you fail to maintain the required overall average your treatment may be extended or you may not successfully graduate from the program.

Listed in your reentrant guidebook are the rules and guidelines you are expected to follow. If you choose not to follow rules, then a staff person has the right and responsibility to issue demerits. Different point values are assigned to different behaviors based on the severity of the behavior.

Cognitive Behavior Therapy (CBT) promotes change within an individual. We have designed a point system to help you recognize your short comings and reward you for positive behavior changes. When staff notices a positive attitude, behavior, work ethic, tec., you may be awarded merits an increase in points. Merits will not be awarded for every pro-social behavior. If you are making a clear effort to improve staff will notice and issue merits. The best reward you can receive is making the most of your treatment and working on recovery.

Program Point System

All reentrants are awarded 100 points at the start of their treatment stay. Non-compliance with program rules will result in a deduction of the awarded points. Reentrants also have the opportunity to gain points by demonstrating positive behaviors. Points are added and subtracted when the violation/positive behavior occurs.

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Staff are not required to inform reentrants when points are added or deducted. It is each reentrants responsibility to ask their therapist about their points. Only the staff person who deducted the points or the clinical supervisor has the authority to return them.

Major rule violations of the program that may warrant total restriction, loss of privileges, or termination are as follows:

- Falsifying required documentation.
- Any alcohol or non-prescribed drug use.
- Acts of aggression or violence towards staff or other reentrant.
- Vulgar or abusive language.
- Fraternizing with the opposite or same sex.
- Misuse or unauthorized use of Renewal property.
- Manipulating/staff splitting
- Refusing to submit to a search, breathalyzer or urine test.
- Gambling.
- Introduction of drugs and/or alcohol onto Renewal property.
- Refusing to follow a staff directive.

Criteria for Graduation through the Program

- Attendance at all group and individual counseling sessions.
- Honest participation in group and individual sessions and meetings.
- Completion of required workbooks, journaling and other assignments.
- Must have an overall average of 80 points.
- Completing action steps and attainment of short-term goals on treatment plan.
- Adhering to program schedule including bed times.
- Wearing name tag around your neck while in the facility.
- Taking your medication as prescribed.
- Personal space cleaned and organized as outlined in the section on personal responsibility.
- Details completed on time and in a satisfactory manner.
- Being on time for scheduled therapy, house meetings or other mandatory appointments.
- Following the dress code.
- Following all other facility rules.

RECREATION AND LEISURE EDUCATION

There are scheduled outings for recreation and recreation walks. These outings are contingent on weather and staff coverage. The Center is equipped with two television sets for reentrants viewing. The viewing of television is to be done in accord with consideration about the quality of programming and how it contributes to the well being of the community. The RTI staff does have the right to disallow any program that is deemed inappropriate i.e. violent, strong sexual content or promoting of criminal values. Television times and hours will be posted.

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All of the above times are with the exception of meal times, details, and clinical activities.

TRANSITIONAL LESSONS/ JOB SKILL EDUCATION (Work Release Program)

Reentrants are provided with skills specifically designed to help them reintegrate back into their community. These classes include habits that will help make a successful transition, financial responsibilities, legal responsibilities, plans to secure meaningful employment, and a plan to develop or reestablish their residence in a healthy environment.

COUNSELING EXPECTATION

Your counseling at RTI is the most important element of the program. You are expected to attend groups and individual sessions when scheduled. In order to be recommended for successful graduation from the program you are expected to meet all the requirements of your counseling. Success in the counseling process depends on your cooperation and engagement in the process. Your ability to participate in your treatment effectively greatly weighs on your understanding of these key concepts:

- Honesty is the foundation of change.
- You are responsible for your own behavior.
- Change is a process.
- Recovery from any addiction starts right here, right now.

IDENTIFICATION CARD

Renewal is responsible for your whereabouts 24 hours a day. To manage this information accurately, the Center is equipped with a computerized reentrant management system. You will be given a color-coded photo identification card during your orientation. This card is to be with you and visible at all times. Staff will use it to log your movements in the Center and for physical head counts. Other staff members will verify your attendance at classes, counseling groups, meals and all required meetings using the card. The appropriate way to wear your name tag is around your neck. **You are not permitted to alter your ID card in any way.**

YOU MUST WEAR YOUR RENEWAL ID TAG WHERE IT IS FULLY VISIBLE AT ALL TIMES WHILE INSIDE THE CENTER.

MONEY AND DROP OFFS

Reentrants are not permitted to have more than \$35.00 on their person at any time. Money is to be used responsibly by RTI reentrant. Laundry, snacks, reading and writing materials, clothing, etc. are considered appropriate. Gambling and extorting money is strictly prohibited and considered a major program violation. Violators will receive sanctions. Responsible money management is an aspect of your treatment.

Money as well as other personal items can only be dropped off during the designated times. All dropped off items must be pre-approved each week by your therapist. Reentrants are to complete a drop off form and submit to their therapist by noon on

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Tuesdays of each week. **Drop offs are accepted every Wednesday from 8:00 am to 10:00 am and Sundays from 1:30 pm to 3:30 pm. Drop offs are not permissible on any other days.** The exception in an initial drop off in 7 days if you come from an institution and emergency drop offs that must be pre-approved by the Clinical Supervisor. Any items delivered through the mail or dropped off to a reentrant are considered the property of the reentrant. Reentrants will be held responsible for any items mailed or dropped off to them. This includes contraband and items purposefully concealed. Anyone who mails contraband to a reentrant will be banned from further drop-offs or visits. The Reentrant is also responsible to stay within the allotted number of clothing items. Reentrants are only permitted one drop off per designated day.

All money in excess of \$35.00 received via drop off or mail is deposited into your reentrant account. You will receive a receipt and may request your account history from your therapist. You may withdraw money from your account on a weekly basis via a budget form. Budget forms are due to your therapist every Tuesday by 12 pm.

When you are officially released from the Inpatient or Work Release portion of your stay, your personal savings account will be closed out and a check for that amount will be mailed to you within fifteen (15) working days. A deduction will be made from your final savings refund to cover the cost of mailing the check to you by certified mail.

EXPECTATION FOR PERSONAL SPACE AND LOCKERS

Your living space is your responsibility. Your bed is to be neatly made daily. Your bed linens and towels are to be laundered weekly. Your clothing is to be kept clean and stored in your closet along with other personal belongings. No personal items are to be stored under the beds or on top of the lockers. **Beds are to be made using a hospital fold.** (If you don't know how to make a bed using a hospital fold bed, ask a staff member for help.) Nothing should be kept on top of the bed except for one pillow. You will be assigned a locker. Do not use any empty locker. All clothes need to be neatly stored in your locker. Socks and underwear are to be folded and stored neatly on your top shelf, personal items are to be on your second shelf, all clothes are to be hung on hangers and hooks, all papers and books should be stored on the bottom shelf of your locker. The bedside shelf is to be free of clutter; you are not allowed to have anything on your shelf except for: up to two family photos, up to two books and an alarm clock. The floor of your room is to be swept, mopped, or vacuumed daily. All furniture, including the locker, is to be dusted daily. Shoes are to be stored neatly under the edge of your bed, all facing the same way. Nothing should be placed under the mattress, bed frame or behind lockers.

You will be assigned the following items during your stay at Renewal, Inc. These items are the property of Renewal Inc. and are to be returned in the condition that they were issued other than for what normal wear and tear would do to them.

The following are the costs for damaged and unreturned items:	
Flat Sheet	\$12.00
Fitted Sheet	\$11.00
Blanket	\$15.00
Pillow	\$11.00

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Pillow Case	\$6.00
I.D. Badge	\$10.00
Mattress	\$75.00
Bed	\$190.00
Locker	\$150.00
Lock	\$ 5.00

Staff has the right to search your locker at any time. Reentrants do not need to be present during locker searches.

EXPECTATION FOR FACILITY and FACILITY DETAILS

An important aspect of recovery is taking pride in your surroundings. In addition to assisting in the daily cleaning of your room, you will be assign daily details and work in the kitchen and cafeteria on a scheduled basis. All details are assigned by the Treatment Aides. Your therapist and the treatment aide will oversee these assignments and you are responsible for meeting these obligations. The facility is to be kept clean at all times. Details generally change about every two weeks. New reentrants are usually assigned to bathroom details initially and then work their way to other details as they advance in the program. Any time a reentrant is not engaged in RTI activities they are eligible to be called on for details. The detail list will be posted each time the detail assignments are changed. Reentrants are not to pay or trade for details with another reentrant.

MEAL AND FOOD PREPARATION

All meals are provided by the facility. No food items are permitted to leave the kitchen area. Snack items are allowed in the cafeteria and common areas of your building only.

There is no food of any kind allowed in the sleeping rooms.

The Center is equipped with a full service cafeteria and kitchen. Three meals are served daily. The hours of meal service are posted for your convenience. If you are scheduled to be out of the Center during a meal for scheduled appointment or staff-supervised activity; alternate arrangements will be made to ensure you receive a meal.

In order to assure adequate measures of food are provided for all Reentrants, kitchen workers are directed to serve portions. Reentrants who take more than a fair share of food can be subject to disciplinary sanctions. No food or drink is permitted to leave the cafeteria.

Reentrants must report to the cafeteria for all meals, unless excused.

MEDICATION

You are not permitted to store medications (this includes over-the-counter, prescription, vitamins or supplements) in your locker. Your need for the medication must be verified by a physician. The medication is stored in the medication room unless medical staff approves to have on person. You will be responsible for going to the medication room at

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the appointed time, requesting the medication from the staff person present, signing the medication sheet and taking the prescribed dosage. The unused medication is returned to the room by the staff person present. For individuals on insulin, all unused needle paraphernalia shall be stored and the used materials shall be placed into the medical waste container.

When receiving medication, only one reentrant is allowed at the med window at a time. Each reentrants' medication needs are confidential to them and the RTI staff.

Not taking medication as prescribed is a program violation and subject to sanctions. This includes sharing medication with other reentrant and taking more than your prescribed dosage. You must wear your ID to the med line. No head phones are allowed in the med line.

URINALYSIS

On a random selection basis, you are required to produce a urine sample for analysis. This will be collected in the first floor lab bathroom under supervision of a monitor. You will void into an appropriate specimen cup. Your name is placed on the cup, which you initial along with the monitor who does the collection. A safety seal with your name secures the top of the cup. After you and the monitor initial the seal, the specimen cup is placed in the locked urine refrigerator. You then sign the urine log book that lists your name, the date and time of the collection. The monitor initials the entry. If you are unable to void at the time your name is called, you must wait in the specified area until you can comply. You will also be subject to instant tests during your stay.

DRESS CODE

Appropriate casual dress is required from wake up until after evening group. Appropriate casual dress can be jeans, sweats, not pajamas. Exceptions to the dress code are for medical necessity only. The dress code at RTI is as follows:

- Hats, hoods or head coverings of any kind are not to be worn in any Renewal Center at any time. This includes sweat bands.
- No shorts, slippers, sandals, shower shoes or tank tops (anything sleeveless) are to be worn in the cafeteria/dining room, recreation rooms, counseling or group rooms at any time. Shirts and shoes must be worn at all times inside the building.
- Slippers, sandals and shower shoes are not to be worn during the treatment day. They may be worn after evening group. On the days when there is not an evening group, slippers and shower shoes can be worn after dinner.
- Pants are to be worn around the waist. Pants that fall below a reentrant's waist are not permitted. A reentrant's underwear cannot be visible.
- No hoodies.

CLOTHING LISTS

The amount of clothing and personal belongings that you may have during your stay at RTI is restricted to those items on the clothing list. A copy of the list is included below. **There are no exceptions to this list.** Please read it carefully. RTI **does not** inventory your belongings and is not responsible for any items lost, stolen, damaged or

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abandoned. Excess clothing and belongings in your possession upon your arrival in the program and clothing left at RTI after your discharge will be stored for seven (7) days. After that time, the belongings will be donated to a charitable organization. Reentrants who leave the RTI program without proper authorization forfeit all claims to their personal belongings.

No clothing items in excess of those identified in the clothing list are permitted. Reentrants may replace clothing only with the written permission of their therapist. Staff will confiscate any clothing items in excess of the limits stipulated in the handbook and demerits will be issued. More than one violation of the clothing list limits will result in additional sanctions.

Clothes and personal belongings in excess of the allocation are considered contraband and are subject to confiscation. Reentrants must make arrangements for overages to be picked up. Any reentrant who receives drop-offs or visits must have overages removed from the facility.

CLOTHING LIST

- 7 SETS OF CLOTHING
- 7 UNDERSHIRTS
- 7 UNDERPANTS
- 3 BRAS
- 1 BATHROBE
- 1 PAIR OF PAJAMAS
- 7 PAIR OF ATHLETIC SOCKS, SLACK SOCKS OR PANTYHOSE
- 3 PAIRS OF SHOES TOTAL, including shower or slippers
- 1 TOWEL
- 1 WASHCLOTH
- 1 JACKET OR COAT
- 5 MAGAZINES OR BOOKS
- 8 CASSETTE TAPES OR CD DISCS
- 1 WALKMAN/CD PLAYER WITH HEADPHONES
- 1 ALARM CLOCK
- 2 PICTURES
- 1 ALCOHOL FREE SHAMPOO
- 1 CONDITIONER
- 1 TOOTH BRUSH
- 1 TOOTH PASTE
- 1 NON ALCOHOL MOUTHWASH
- 1 DEODARANT
- 1 NON ALCOHOL HAND/BODY LOTION
- 1 OPEN BAR SOAP/ 6 SOAPS MAXIMUM BOXED
- NO INCENSE OR OILS
- NO AEROSOL CANS
- NO POWDER
- NO UNMARKED PERSONAL CARE PRODUCTS OR TOILETRIES

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LAUNDRY

You are responsible to clean your bed linens at least one time weekly for the duration of your stay. If you are indigent (receive no monetary funds for the duration of your stay), staff can provide you with “red quarters” to utilize the washer and dryer. If you use these “red quarters” and receive funds later in your stay, you are required to repay the amount borrowed to staff. You are monitored by the staff for maintaining a clean bed and a neat living space. Wet towels can be hung over the bed rail as long as it does not obstruct the view from the doorway. As soon as the towel is dry, the towel must be placed in your locker. Failure to comply with this expectation will affect your standing in the program.

LOCKERS

You will be issued a locker with a combination that secures your individual room locker. This locker is your responsibility during your stay. If you damage your locker, you will be charged a fee to repair it. The treatment aides, security staff and your therapist can inspect your locker at any time during your stay. The purpose will be to check for contraband, cleanliness and for clothing compliance. **Your locker must be locked when you are not in your room.** Items in your locker are not to be stored in bags but must set out where they are easily visible. You may store a laundry or dirty clothes bag in your locker. Reentrants are not permitted to place a padlock of any kind on their locker. You are not to block the grid on your locker.

VISITATION

Visiting is permitted for one (1) hour on Saturdays between 1:00 PM and 2:00 PM. A background check will be conducted on the visitor(s) before visits are permitted. Once the individual is approved your therapist will inform you. All visits must be scheduled through your therapist weekly. A visitors’ list must be turned into your therapist each Thursday by noon. Drop offs or exchanges of any kind are **not** permitted during visits and all visitors will walk through the metal detector.

- If a reentrant leaves the designated visiting area for any reason the visit will be terminated and the reentrant is to return to the floor.
- No more than 3 visitors per visit. Each child counts as one person. Children and youth under 18 must be accompanied by an adult.
- All adult visitors must have photo identification.
- Visitors cannot be on any type of probation or parole.
- Visitors are subject to search.
- Visitors are to arrive at Renewal no more than 15 minutes before their scheduled visit time. Visitors are to wait on the 1st floor until directed by RTI staff to the designated visitation area indicated by the staff on duty. Visitors are to leave the visitation area and directly exit the building as indicated by the staff on duty. There is no extension of visitation times. Visitors arriving after 1:00 pm may not be granted permission into the Center.
- Visitors are restricted to the designated visiting area.
- Any inappropriate sexual contact (i.e. fondling, groping, etc.) is not allowed. Visitors who are dressed provocatively may be prohibited from visiting.

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- Visitors are not permitted to bring purses, tobacco products or cell phones into the facility. Renewal staff is not permitted to store the above listed belongings for visitors.
- Visitors and reentrant are expected to conduct themselves in an appropriate manner at all times during visitation. Behaviors that could be deemed offensive or that interferes with another reentrants' visitation and/or Renewal staff or business will not be tolerated. Violation of these guidelines will result in a revocation of visitation privileges and possible disciplinary sanctions for the reentrant.

MAIL

U.S. Mail is delivered to the downtown Post Office Box every day except Saturdays, Sundays and holidays. Any mail that you receive will be passed out from the treatment aide station after it is sorted. RTI reserves the right to inspect any incoming or outgoing mail that may pose a threat to security or be suspicious for contraband. No mail from other correctional institutions is permitted without written permission from referring jurisdictions. Mail addressed to 704, 2nd Avenue will not be accepted. Your mailing address is:

**Renewal Reentrant Mail
Reentrant's name
704 Second Avenue
Pittsburgh, PA 15219**

GRIEVANCE PROCEDURE

During your stay, you have the opportunity to initiate grievance procedures on any condition or action within the program without being subject to any adverse action. The grievance process shall have three (3) levels as explained below:

First Level

A reentrant submits a complaint, verbally or in writing, to her therapist. The therapist shall attempt resolution of the problem within 5 working days. If the problem cannot be resolved, the reentrant shall submit a formal written grievance to the therapist. The reentrant shall receive any assistance necessary in filling out the grievance form. The grievance will then be transmitted to the clinical supervisor.

Second Level

Within five (5) working days, the clinical supervisor shall review the grievance, conduct an investigation of the matter and set up an appointment with the reentrant filing the grievance. This meeting shall be held within five (5) working days after the grievance is received by the clinical supervisor. A staff representative for the reentrant filing the grievance and another staff member shall attend a grievance review meeting. Resolution shall be attempted at this meeting.

Third Level

The Program Director shall receive the grievance and all comments. At the request of the reentrant, the staff representative and the clinical supervisor may be invited to attend this meeting. A mutually agreeable solution, if possible, shall be sought. A written

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decision shall be presented to the reentrant within two (2) working days after the meeting.

ESCAPES

RTI serves as a minimum-security community correction facility for those involved in the judicial system. The premises are electronically monitored with 24-hour cameras and alarms. The security staff, which is on duty 24 hours, does not carry firearms or weapons of any kind. If you choose to escape the custody of RTI, your absence will be reported to the authorities immediately. Be advised that those authorities aggressively prosecute, which may result in additional jail or prison time. Escapees and absconders will forfeit all property.

RELEASE FROM RTI

RTI will inform you of the day of your release. You are permitted to officially leave the Center after you clean your personal space and the Treatment Aide collects all bed linens, pillow and blanket. You will be charged for any items not returned. **You must also be approved for release by the legal entity that referred you to our program.** State Reentrants, who are released from RTI, will have 48 hours to report to the State parole office to give a urine specimen. Failure to do this will constitute a parole violation.

AFTERCARE PLAN, EXIT INTERVIEW AND FOLLOW-UP

Before you are discharged from RTI, you may be asked to complete a satisfaction survey; your input and honest answers will help us to evaluate the effectiveness of the program. Also, prior to discharge you will complete an Aftercare Plan with help from your therapist. Your personal Aftercare Plan supports your transition back into the community. We ask that you share your Aftercare Plan with your new Outpatient Therapist and Work Release Case Manager so they can best assist you in making a successful transition.

Your new Outpatient Therapist will receive a follow-up phone call from your RTI Therapist within 7 days of your first outpatient appointment. You may also receive a phone call from our staff over the course of the year to ensure that your aftercare needs are being met. Please give your Therapist an accurate forwarding address and phone number so that mail can be forwarded, and we can assist you if a need arises. If you change your address, please notify your therapist of the new information.

“In Recovery we learn to focus not so much on what needs to be changed in the world or in others, but on what needs to be changed in ourselves....It is in changing ourselves that we can change much more than we ever imagined.”