



## REFERAL PROCESS

### ***General***

- Self-referrals
- Community-based Counsellors
- Related agencies
- Health and Para-Professionals

### ***Referral Agencies:***

The referral agencies must be prepared to conduct pre-admission procedures and also conduct post-discharge follow up.

The referral agencies are requested to prepare clients for treatment at Benbowopka Treatment Centre and be aware of the following:

- ✚ All clients must be detoxified and free from withdrawal symptoms at least seven (7) days prior to the intake date. No exceptions will be made. Clients without the required clean time will be referred to a Withdrawal Management Facility
- ✚ Clients must fully participate in the treatment program and take full responsibility for themselves and their actions
- ✚ Ensure all clients are willing to abide by Benbowopka Treatment Centre house rules and policies
- ✚ All court dates must be dealt with prior to admission to Benbowopka Treatment Centre
- ✚ Ensure a copy of the Probation Order is included with the completed Referral Form
- ✚ Inform clients that Benbowopka Treatment Centre does not participate in mandated treatment as a condition for bail/ parole or as means of release from incarceration
- ✚ Benbowopka Treatment Centre does not accept clients with the following: electronic monitoring, house arrest and day parole. All other legal conditions will be reviewed on a case by case basis
- ✚ **All current medications prescribed to a client must be documented on the Medication Release Information Form by a qualified health care professional. Please note, upon intake, all medication will be screened and clients with unexplained medication may be discharged.**

## **Prescribed Medication Must Be In Blister Packs Whenever Possible**

### ***Procedure:***

#### ***Making a Referral***

- Contact our Centre to start the admission process for the next available intake date
- Complete Referral Form and submit as soon as possible
- If a client appears on admission day and we have no referral forms, the client **WILL NOT** be admitted for treatment. We will advise the client to return home and contact a referral source
- If a client's Referral Form is withdrawn for an intake date, his/her Referral Form will be closed. They will have to re-submit a newly completed Referral Form for future intake dates
- Once the Referral Form is reviewed and the client meets the admission criteria the Intake Service Unit will contact the Referral Worker to verify the client's status for tentative intake dates. A Telephone Interview will be scheduled and completed. All completed client files will be reviewed and confirmed by the organization's Program Manager. **Confirmation letters will be sent to the appropriate Referral Worker/Agency only.**

#### ***Bed Occupancy***

- Once the bed occupancy has been reached to capacity any Referral Forms with outstanding information required will be transferred to the next available intake for review
- Benbowopka Treatment Centre will inform the referral source **not the client** of any bed occupancy change

#### ***Admission Day***

Admission will always be on a Wednesday. Those expecting to arrive late due to unforeseeable circumstances must telephone the treatment centre staff and inform the staff of the circumstances and the change in arrival.

On Thursday, the first day of the treatment program **Letters of Arrival will be sent to the referral source only.**

#### ***No Shows***

In case of clients who do not show on the expected intake date (Wednesday), referral workers will be contacted and informed the first day of the program (Thursday).

## ***Couples***

***Benbowopka Treatment Centre does not provide treatment programs for couples who may want to attend the same four (4) week treatment program together. The organization's Intake Service Worker will provide recommendations for alternative programs***

## ***Re-Admissions***

It is the policy of the Benbowopka Treatment Centre to discourage re-admission. Requests for admission will be dealt with on an individual basis. The following points should be kept in mind:

- Any referring agency requesting the re-admission of a former client must be able to provide reason why re-admission is likely to be helpful
- The admission of a client who has received treatment in any residential treatment centre within the last six (6) months will be clearly screened
- Priority for admission will always be given to the clients who have had no residential treatment within six (6) months

## ***In-Patient Program***

The program offered at Benbowopka Treatment Centre is culturally oriented and has components of A.A. that are reflected through cultural teachings. Substance abuse treatment is based on natural law. Alcohol and drugs have falsely replaced self-respect, respect for others and also Mother Earth.

Our program is a twenty-eight (28) day program that runs approximately four (4) weeks.

The treatment staff consist of four Counsellors, all of whom conduct one to one counselling and lecture delivery.

Resource personnel from various community agencies are scheduled on a regular basis to provide educational sessions for clients

## ***Administered Instruments Accepted For Substance Use:***

The Admission and Discharge Criteria Assessment Tools and the Drug Use Screening Inventory – Revised (DUSI-R). The DUSI-R measures the severity of problems in 10 domains. In addition, the DUSI-R is used for measuring current status, identifying areas in need of prevention, and evaluating the magnitude of change after a treatment intervention. DUSI-R will be completed by individual clients the first week of treatment and re-administered the final week

## ***Treatment Program Completion***

Referral Workers/Agency can expect to receive Completion Letters one week in advance for the purpose of arranging clients travel back to their communities. The organization's Intake Service Worker will

follow up with all Referral Workers/Agency to ensure client's transportation has been arranged and travel warrants have been sent/received.

### ***The Policy***

Client termination from the treatment program will result under the following:

- ✦ when a client has caused injury to another client or treatment centre staff
- ✦ damage to Treatment Centre property
- ✦ use of alcohol and/or drugs while in treatment
- ✦ development of an intimate relationship with another client
- ✦ breaking house rules or breach of contractual agreement
- ✦ presenting a defiant behaviour

Clients are to abide by Benbowopka Treatment Centre House Rules and Policies.

### ***Consequences***

Benbowopka Treatment Centre strictly enforces the house rules and policies. Violation to these rules will result in a verbal warning from Counsellors and possible loss of one's day pass. Serious violations of the Centre's policies and rules will result in immediate termination of the treatment program.

### ***Client Discharge (Staff or Self)***

If a client is discharged by staff or self-discharges, the client must find his/her own transportation home. The client will be permitted to make one telephone call and the assigned counsellor will contact the client's referral worker.

**Revised January 2016**

# Client Information

(Please provide a copy to client)

## Personal Care Items: (Ensure client has enough to last)

- Toothbrush/Toothpaste
- Hair Brush/Comb/Shaving Gear
- Underarm Deodorant
- Shampoo/Conditioner
- Soap
- Sanitary Pads

## Other Necessary Items:

- **For the Sweat** Female – bring a skirt or Short and Tee Shirt Male - Shorts and Tee Shirt
- Suitable nightgown or pyjamas
- Slippers
- Suitable seasonal clothing
- Appropriate footwear for both indoor and outdoor activities
- May bring towels/face cloth
- May bring a warm blanket
- Eye glasses, hearing aids, dentures, if necessary
- Postage stamps for personal mail (Canadian or U.S. postage) and envelopes
- It is recommended that \$150 – \$200 be brought with the client for personal expenses
- **Do not** bring any traditional ceremony items or sacred medicines, art or craft supplies
- **Do not** bring personal reading material
- Ipad, tablets or laptops are **not** permitted
- **No** over the counter medication is permitted
- **Do not** bring personal vehicles

**Please Note:** Personal possessions of value should be left at home. The treatment centre will not be responsible nor replace any valuable which may have been lost or stolen. Please be advised that Benbowopka Treatment Centre **DOES NOT** provide spending money, cigarettes or postage stamps/envelopes.

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