



## Procedures for Admission to The Center for Respite Care

Welcome to the Center for Respite Care! To help us help you, we ask that you review the following requirements for your stay with us:

### Admission:

- When you arrive, the Center's team will greet you to discuss your stay, medical needs, review medication, and orientate you to the facility.
- The Center for Respite Care is a communal facility. You will have a roommate who will be introduced to you.
- You will stay in-house for the first 48 hours of admittance for the purposes of unit orientation and medical observation. Medical appointments made during this time will be approved.
- **Medication:**
  - Your medications will be safely stored within the medical suite and will be provided to you as prescribed. Your medications will be checked to ensure that they match the medication list that was given to us by your provider. Any difference in the medications and the list will be discussed and resolved appropriately.
- **Personal Belongings:**
  - You will have access to a small wardrobe for your personal belongings. As space is very limited, your personal belongings need to be kept at a minimum of 1 small suitcase or bag. All personal belongings will be inspected for safety and appropriateness.
  - The Center will provide all necessary toiletries (shampoo, soap, towels, etc.) to ensure your comfort and health.
  - You will also be provided with basic clothing if necessary.
  - A general P.O. box will be provided for your postal needs while at the Center. Incoming and outgoing mail will be collected and sent for you by our staff.

### Appointments:

- Our staff will assist you with previously scheduled and future medical appointments. Appropriate transportation will be provided.
  - Transportation will be via public or private transportation and fully funded by the Center. For your safety, personal transportation is not permitted.
- You're free to attend other appointments for case management or personal reasons. The Center utilizes passes for these appointments.
- For your safety and the safety of your fellow participants and staff, all passes end at 6 pm, and you must return to the Center by that time.
- Upon your return, a staff member will greet you in the lobby to review any items that you've brought back with you for safety and appropriateness.

### Meals:

- All necessary meals are provided free of charge. Space will be provided to you for limited food items that you would like to have. For safety and hygiene, no food or drink will be permitted in your bedroom.
- We will make every effort to accommodate any dietary restrictions or additions that you may have.

### Chores:

- You will be expected to complete basic chores including making your bed every morning and keeping your personal space neat and tidy.
- You will also be asked to assist with general, light chores within the common areas to maintain the cleanliness and safety of the Center.

### Courtyard Policy:

- The courtyard is intended to be a quiet, peaceful place for relaxation and fresh air. Phone calls, music, and other media are allowed outside, but must be done using headphones or earbuds to avoid disturbing other participants or staff.

### Smoking Policy:

- Smoking is permitted, but only in our outdoor courtyard. Cigarettes, cigars, tobacco pipes, and tobacco vaporizers are allowed. Smokers must keep the courtyard area clean and tidy to be respectful of others who wish to spend time in the courtyard. Smoking inside is not permitted.

### Drugs and/or Alcohol:

- We take your recovery and the recovery of all our participants very seriously. Therefore, illegal drugs and/or alcohol is not allowed on the premises. Any illegal drugs and/or alcohol found will be taken and disposed of. Depending on the details and severity of the incident, this behavior may result in dismissal.
- For your safety and the safety of other participants, you may be subject to drug screening and/or breathalyzer tests.
- Weekly in-house self-care meetings are held to address concerns with drug and/or alcohol misuse.

### Violent, Disruptive, or Disrespectful Behavior:

- So that the Center maintains a safe and healthy environment, violent, disruptive, and/or disrespectful behavior is prohibited. Any observation or claim of these behaviors will be fully investigated. Center staff will make every effort to resolve the incident or situation peacefully.

### Security:

- For your safety and security, an electronic system is in place that records video throughout the common areas of the facility. No cameras are placed in private areas (bathrooms, bedrooms, or treatment rooms).

### Visitors:

- Your visitors are welcome. For your safety and the safety of others, visitors must be at least 16 years of age and approved prior to the visit. Visitation is limited to half an hour.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- **Additional details upon admission**