



De Novo Treatment Centre

Pre-Admission Information Package

35 Day Residential Program
& Aftercare

Accredited by
Canadian Centre
for Accreditation



Agréé par
Centre canadien
de l'agrément

279 Adams Road, P.O. Box 488, Sundridge, Ontario P0A 1Z0
Phone: (705) 384-1466 Fax: (705) 384-1509 Toll Free: 1-800-9-DENOVO/1-800-933-6686

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Introduction

Welcome and congratulations on taking your next step on the road to recovery. We expect that you may have questions while you prepare for your admission to De Novo's 35 day Residential program and we attempt to anticipate your questions with this information package. If at the end of reading this information package, you find that you still have some unanswered questions or require clarification, please feel free to contact us toll free at 1-800-933-6686.

What to expect from De Novo Treatment Centre

The individuals who enroll in the De Novo Treatment Centre programs will be treated in a fair, non-judgmental, caring and mutually respectful manner. De Novo supports each client in their process of addiction recovery using best practices and a client centered approach with a 35 day residential program and our 12 week aftercare program. You will be able to stay connected and have support with De Novo for one year. You will also become a part of the De Novo Alumni if you so choose.



Mission, Vision and Values

Mission Statement:

To provide the highest quality of substance abuse treatment for the Employers, Members within the Unionized Construction Industry, and their families. We seek to provide hope, strength and tools for our clients in need of a New Beginning, to help them move forward on their journey in recovery.

Vision:

To be the recognized leader for drug and alcohol treatment in the construction industry of Ontario, and to provide the highest standard of care.

Values:

Compassion – We are caring, empathetic and non-judgmental.

Continuous Learning – We value continuous learning and seek out training opportunities to develop our skills.

Diversity – We value diversity and approach clients with a supportive and helpful attitude regardless of age, race, gender, sexual orientation, ability and spiritual or religious views.

Excellence – We continually seek to teach from best practices and uphold the highest level of professional and ethical care.

Integrity – We value and provide a confidential service, respecting everyone's individuality and dignity.

Teamwork – We value a team approach, support each other and support our clients.



Our Admission Criteria

Once you have sought out the appropriate services to meet your needs, your Union Representative may refer you to De Novo Treatment Centre. After reading the Pre-Admission Information Package, the steps required to enroll into our programs are as follows:

1. Complete an over the phone screening interview with a De Novo Intake worker (1-800-933-6686), this takes approximately 30-45 minutes.
2. Acquire Union clearance. We require your BA (Business Agent/Rep) to contact De Novo and notify us that you are eligible to enroll in the program.
3. The Medical Clearance certificate included in this package must be completed by a Physician, Nurse Practitioner or Registered Nurse or Psychiatrist if warranted and forwarded to De Novo's Admission Office for approval prior to you getting an admission date. Please fax to: 705-384-1509.
4. 72 hours without drug or alcohol use prior to admission at De Novo. De Novo will help you arrange for detoxification at a site near you, if that is necessary.

For You to Know.

Admission and Discharge Times

Once you have completed the Admission Criteria, the intake worker will give you a time and date to arrive at De Novo so your admission can be as positive as possible.

Admissions are scheduled Monday through Friday.

Once you have completed the program there is an honouring ceremony involving your peer. Discharge time is 11:00 a.m., or later depending on discharge plans and you are expected to participate in group activities until that time.

Benefits/Employment Insurance

All benefits, including Employment Insurance (E.I.) are to be arranged prior to arriving at De Novo. Weekly reporting for Employment Insurance is allowed through your counsellor, the application process is to be completed prior to admission. This may be your source of income for the 35 days you are in treatment. Any business, bill payments, income or personal related issues must be taken care of prior to admission to ensure that you are prepared for the focus and commitment required to get everything you can out of the program. Talk with your Benefits Administrator or



Business Agent prior to your admission if necessary. This must be adhered to with no exceptions.

Medications/Medical Concerns

Upon completing your Medical Clearance Certificate as mentioned above, ensure that all medications you require to take during your stay at De Novo is on the Medical Clearance certificate and that it has been approved by the De Novo Treatment Team. You must have a minimum supply for 35 days in blister packs only; your local pharmacy can provide this for you. In addition, no over-the-counter medications may be purchased and no changes to a Medical Clearance certificate may be made, unless the prescribing physician makes the alterations to the Medical Clearance certificate and it is resent to De Novo.

We are a non-medical agency and require our clients to be well enough to fully participate in our 35 day treatment program. Any illness or injury while in treatment is handled through the nearest emergency department. Bring your health and drug card with you.

Methadone medication is not permitted at De Novo. Suboxone medication may be a replacement for this if required. Clients who are participating in a methadone program must speak with their doctor to begin a tapering process or begin a transferring method to Suboxone prior to treatment. Suboxone is permitted with clear and strict outlines directed by the local pharmacy and your Suboxone doctor.

Money and Valuables

De Novo Treatment Centre is located in a rural setting. You need to bring enough money for incidentals, outside of the treatment program and travel fare home (i.e. bus ticket, plane ticket, etc.) ***De Novo is not responsible for money or valuables lost or stolen.*** Therefore, you are requested to refrain from bringing large sums of money with you. Valuables will be left in lock-up at De Novo. Stores in the area offer cashback. You may bring debit or interac cards as an alternative to cash. *You will not be allowed to have more than \$20.00 on your person at any time.*

Clothes and Laundry

You are expected to be neatly attired at all times. Bring season-appropriate outerwear and clothing. For participation in the program activities, bring a bathing suit, bedtime attire, workout clothes and gym shoes.

Clothing with suggestive logos or inappropriate content are not allowed. Sleeveless shirts are allowed during workout times only. Hats are not allowed anywhere within the Centre, however you may wear them outside.

There is a no-fee laundry facility on site for clients to use during designated times. Laundry detergent and fabric softener are provided. If you have sensitive skin, please



feel free to bring your own detergent and fabric softener. Upon admission, your belongings will be steamed or put in the dryer for a minimum of 30 minutes. This our policy and preventative measure to maintain a safe and healthy facility.

Personal Hygiene

Please bring a 5 week supply of toiletries for your personal use. Bring your own towels and face cloths. You will be expected to bathe/shower daily and wear clean clothes. We ask that you leave cologne, body spray and alcohol based toiletries (*mouthwash*) at home as we require a scent free and an alcohol free environment. Unscented aftershave is recommended.

Smoking

If you smoke, bring enough cigarettes for your 35 day stay with us. The cartons of cigarettes are to be unopened when you arrive. Tobacco use is allowed within the designated areas at the Centre.

Food

De Novo supplies all food that is consumed at the Centre. Food allergies and/or special dietary needs are arranged through the Admission office prior to admission to accommodate each client's needs, as much as possible

Electronics

If you have any electrical devices such as cell phones, clock radios, hair clippers, laptops, iPods or cameras etc., please leave these items at home. Picture taking is not allowed due to confidentiality.

Motor Vehicles

De Novo does not have areas that you can park your own vehicle, therefore transportation to De Novo is through public transportation or a friend or family member can drive you here.

Visitors/Phone Privileges

During you're first seven (7) days of treatment, we like you to keep your focus on the program and your recovery, so phone privileges are after the first 7 days and are discussed with your primary counsellor.



However, clients can phone their family upon arrival to let them know they are at De Novo Treatment Centre, or the family member can call De Novo to let the client know they arrived home safely. Payphones are available for use and they require a phone card. De Novo has two payphones available, for clients use and all clients are to monitor their time on the phone so that all clients have an opportunity to speak with their family or support person(s).

Regular visiting hours are on Saturdays between the hours of 10:00 a.m. to 4:30 p.m. There will be a Family Program held on a Saturday once every four to five weeks. Please contact De Novo to find out what dates are Family Program should you wish to take part. On the Family Program Saturday, visitation is limited to those that decide to participate in the Family Program; and visiting hours will be accommodated from 3:00 p.m. - 6:30 p.m. We encourage family members to participate in the Family Program as addiction is a family disease. Everyone in the family is affected by a loved one's substance abuse. In turn, taking part in the Family Program can also contribute to the wellbeing and recovery efforts of that loved one who attends De Novo's 35 day Residential Program.

Alcoholics Anonymous/ Narcotics Anonymous

These meetings are an integral part of our recovery program and all clients are transported to the meeting by the De Novo bus.

We are here for you and look forward to helping you with your treatment program. If you have any questions or concerns, please contact us at 1-800-933-6686 or 705-384-1466. You may also visit our website. For a short tour of the facility, please see the "gallery" link: www.denovo.ca





De Novo Treatment Centre

RULES AND EXPECTATIONS

| De Novo Treatment Centre Rules/Expectations | |
|--|--|
| 1. | The consumption of and/or possession of alcohol or mind/mood altering chemicals are STRICTLY PROHIBITED . Possession of intravenous or drug use paraphernalia is STRICTLY PROHIBITED . Failure to comply may result in immediate discharge from the Treatment Centre. |
| 2. | Any physical or psychological abuse of yourself or others may result in immediate discharge. All staff members are to be treated with respect, as are all fellow clients (Human Rights Code). In the event of violence, which is a criminal act, police may be notified. |
| 3. | Clients are required to participate in all aspects of the Treatment Program including but not limited to daily groups, 12 step meetings and one-on-one counselling sessions. If you decide that the program is too much for you at this time we will respect your decision to leave De Novo. You will be able to return at a future date, decided by you and the staff at De Novo. Clients who choose to self-discharge from De Novo prior to their graduation on day 35, will be allowed to return at a future date decided by De Novo staff and you. |
| 4. | All clients are assigned chores and are expected to complete them to the best of their ability on a daily basis. Notify a staff member for any health concerns regarding specific chores. |
| 5. | All personal and professional business must be taken care of prior to admission. Computers and phones will not be used for personal banking, solicitation etc. |
| Safety | |
| 6. | Emergency exits, emergency ramps and stairways are used for emergencies only. No leaving De Novo Treatment Center property except during designated outings. |
| 7. | Smoking is permitted in the designated areas, outside only . Chewing tobacco, cigars, vaporizers or pipes etc. are not permitted. |
| 8. | Clients are permitted to use the exercise equipment with the supervision of the personal trainer, or a De Novo staff member if the trainer is not able to come in. |
| Cleanliness and Personal Hygiene | |
| 9. | You are expected to be neat in appearance at all times and to shower on a daily basis. Do not share personal care items such as razors, soap etc. This is for health and hygiene reasons. |
| 10. | To minimize the potential adverse allergic and/or medical reactions associated with exposure to scented products, De Novo is a fragrance free facility. Respect others by NOT wearing cologne, scented hairspray or scented body spray. |



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| 11. | Bedrooms are to be kept neat and tidy at all times. Your bed is to be made prior to morning group each day. Please keep your towels and personal items in their proper place. You will be required to clean your room weekly with your roommates. This will take place on Sunday afternoon before the exercise program begins. Rooms are monitored on a regular basis. |
| 12. | Clients are required to only use bathrooms that have been assigned to them. |
| Money | |
| 13. | No gambling is permitted of any kind, including lottery tickets, poker etc. |
| 14. | We ask that you do not lend money to any client or borrow money from any client during your stay at De Novo. We ask that you do not bring large amounts of cash/valuables as De Novo is not responsible for lost or stolen items. <i>Theft</i> is a criminal offence and will be dealt with by the police. |
| Personal Belongings and Clothing | |
| 15. | No personal entertainment devices are permitted including cell phones, alarm clocks, cameras, iPods, laptops or exercise equipment etc. |
| 16. | No hats, bandanas, sunglasses or clothing displaying inappropriate logos are to be worn within the Centre. No sleeveless shirts (except during workouts) or bare chests on property. |
| 17. | The laundry facility is to be accessed during the designated times only. |
| 18. | All reading material is provided by the Centre. Do not bring or purchase newspapers/magazines/books etc. |
| Food | |
| 19. | Food and beverages are stored and/or consumed in the dining area only. Water is allowed anywhere in the Centre. |
| 20. | No energy drinks are allowed at any time during your stay at De Novo. |
| Music | |
| 21. | It is at De Novo staff discretion as to what is considered appropriate music and volume during workouts etc. |

Revised: August 2016





MEDICAL CLEARANCE CERTIFICATE

Please complete this form and return to De Novo Treatment Centre by fax at: 705-384-1509

Client Contact Information:

Client Name: _____ DOB: _____
 Address: _____ Phone: _____

Medication that should be continued during treatment:

| Medication: | Prescribed for (anxiety, sleep etc.): | Dosage: |
|-------------|---------------------------------------|---------|
| | | |
| | | |
| | | |
| | | |
| | | |

Is this individual able to use nicotine patches, gum, etc., for smoking cessation?: yes no

****No client is admitted while participating in a methadone program. Also, PRN mood altering medication is reviewed on an individual basis. ****

ALL MEDICATIONS MUST BE IN BLISTER PACKS

Physician/ Nurse Practitioner/ R.N. Contact Information:

Name: _____ Phone: _____
 Address: _____ Fax: _____

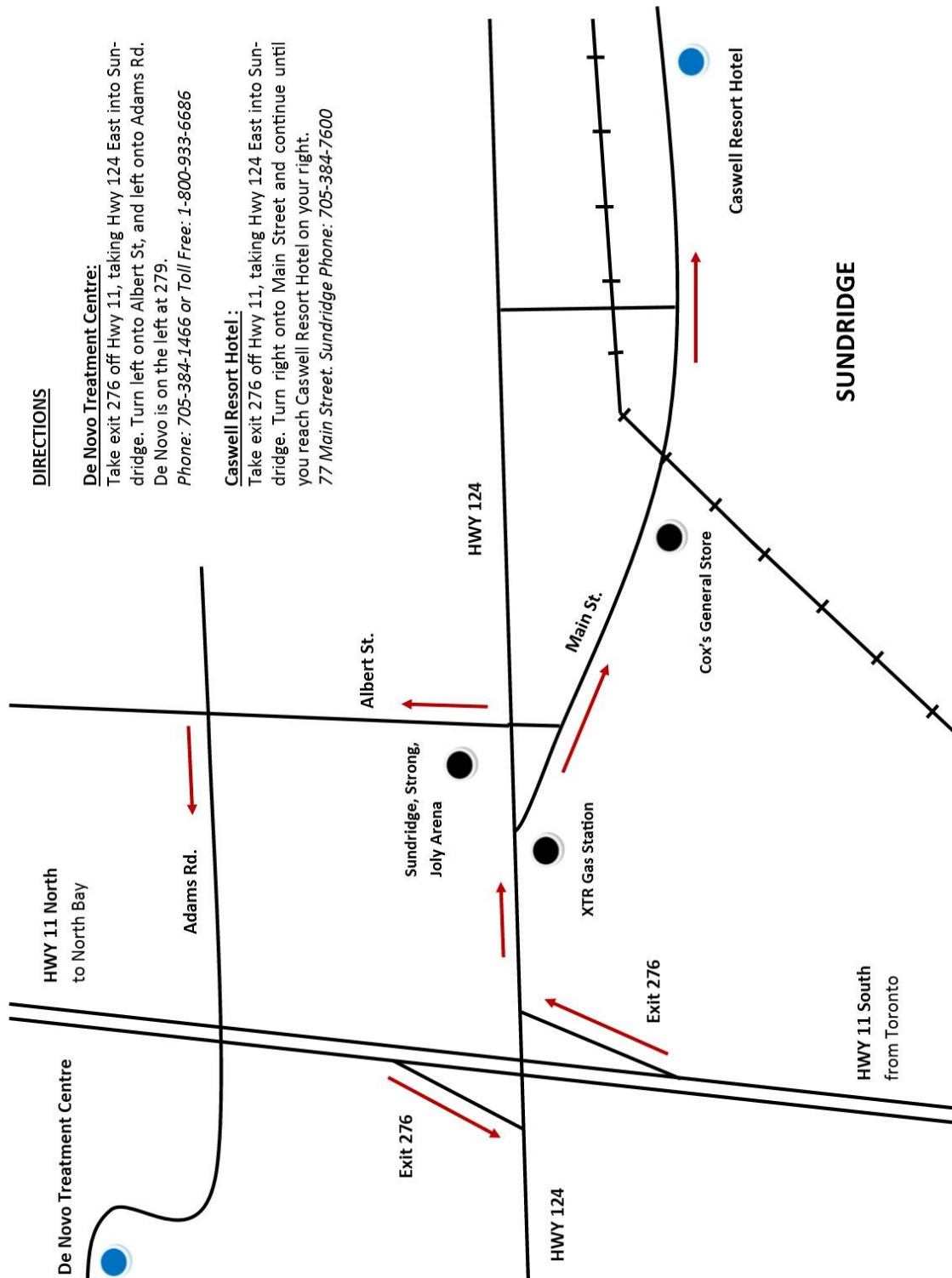
The above named person has been assessed by me, on this date and is medically and psychologically capable of full participation in a 35 day residential treatment program for substance abuse.

Physician/ N.P. or R.N. Signature:

Date: _____

Stamp





DIRECTIONS

De Novo Treatment Centre:

Take exit 276 off Hwy 11, taking Hwy 124 East into Sundridge. Turn left onto Albert St, and left onto Adams Rd. De Novo is on the left at 279.
Phone: 705-384-1466 or Toll Free: 1-800-933-6686

Caswell Resort Hotel:

Take exit 276 off Hwy 11, taking Hwy 124 East into Sundridge. Turn right onto Main Street and continue until you reach Caswell Resort Hotel on your right.
77 Main Street. Sundridge Phone: 705-384-7600

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De Novo Treatment Centre

Client Checklist

This checklist is meant to be a supportive guide to help you prepare for your admission to De Novo Treatment Centre. We have laundry facilities onsite, free of charge that you can use during your stay. Therefore, you should only need to bring one week worth of clothing. Should you have any questions prior to admission, please do not hesitate to contact us.

What to bring with you:

1. Clothing
 - 5-10 Pairs of socks
 - 5-10 Pairs of underwear
 - 5-10 Tops (T-shirts and/or sweaters)
 - 5-10 Bottoms (Pants and/or shorts)
 - Sleeping attire
2. Activity Clothing
 - Swim suit
 - 2 Sets of exercise attire
 - Running shoes
3. Outside Attire (Seasonal)
 - 2 Footwear (Shoes, boots, sandals)
 - Jacket (Winter, Spring etc.)
 - Scarves, mitts, hats (Seasonal, hats are worn outside only)
4. Toiletries
 - Toothbrush & Toothpaste
 - Shampoo and Body wash
 - 2 Towels/ Facecloth
 - Razors, shaving cream
 - Beard trimmers
 - Nail clippers
 - Q-tips
5. Medication
 - Blister packed
 - Enough for 35 days
 - Medications match the Medical Clearance Certificate

What to leave at home:

1. Clothing that has alcohol/drug related logos/pictures, sexually explicit content, or profanity context
2. Scented products, such as: cologne, body spray, lotions
3. Mouthwash that contains alcohol
4. Books (unless they are 12 Step related)
5. Electronics (Cell phones, lap tops, iPods, cameras, tablets etc.)
6. Food and/or beverages

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