



# **De Novo Treatment Centre**

*Pre-Admission Information Package*

## **Residential Addiction Treatment Program & Aftercare Program**

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Centre canadien  
de l'agrément

87 Forbes Hill Drive, Huntsville ON, P1H 1R1  
Phone: (705) 787-0247 Fax: (705) 788-2607 Toll Free: 1-800-9-DE NOVO/1-800-933-6686  
Revised: December 2021

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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 Addiction Treatment 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.

## 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.

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## Our Admission Criteria

Once you have sought out the appropriate services to meet your needs, your Union Representative or Employer 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 20-30 minutes.
2. Acquire Union clearance. We require your BA (Business Agent/Employer Rep) to contact De Novo and notify us that you are eligible to enroll in the De Novo program.
3. The Medical Clearance certificate included in this package must be completed by a Physician, Nurse Practitioner, or Psychiatrist if warranted, and forwarded to De Novo's Admission Office for file approval, prior to you receiving an admission time and date.
4. During the pandemic, a negative COVID-19 test result and appropriate isolation prior to admission as per Public Health, is required. Our staff can direct you through the proper channels, including aligning this last step with an admission date in order to prevent the need for multiple COVID-19 tests. All Staff and Clients must follow COVID-19 protocols as it relates to Congregate Living settings.

Once these steps have been completed, De Novo staff will arrange an admission date with you. Admission dates are complimented with an admission time so that you can have a smooth admission into the treatment program.

**IMPORTANT NOTE:** De Novo Treatment Centre is a non-medical facility. Clients must have a **minimum of 72 hours** without drug or alcohol use prior to admission at De Novo and must be stable on any prescribed medications. **Drug Urine Screening is a requirement for admission.** De Novo will help you arrange for detoxification at a site near you if that is necessary.



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## 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 peers at 11:00 a.m. Discharge time is after 11:15 a.m., or later depending on completion ceremonies, discharge plans etc. You are expected to participate in group activities until that time.

### **Drug Urine Screening**

The De Novo Treatment Centre program(s) require abstinence from drugs and alcohol. To ensure program compliance, safety, and a therapeutic space for clients to work through the treatment process. De Novo will request drug urine screenings upon admission, return from visits and as required. Positive results may implicate that you are not prepared or ready to fully participate in our program and you may be asked to return at a later date.

### **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 treatment program.

### **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; 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. Clients must be stable on all medications prior to admission.

We are a non-medical facility and require our clients to be well enough to fully participate in our 35-day treatment program. Please bring your health card and benefit card with you as emergencies are dealt with through the local Hospital Emergency Department.



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Opioid Replacement Therapies, like Suboxone and Methadone medication is reviewed on an individual basis. Clients who are participating in a methadone program must speak with their doctor to ensure that their Methadone supply can be distributed to the care of De Novo Treatment Centre at seven-day intervals. Where this is not possible, please speak with a member of the Admissions team. Suboxone and Methadone is permitted with clear and strict outlines directed by the local pharmacy and your Suboxone doctor.

### **Smoking**

If you smoke, please bring enough cigarettes for your 35-day stay with us. The cartons of cigarettes are to be unopened when you arrive. Tobacco use is permitted within the designated areas at the Centre, only. Please do not borrow or lend cigarettes during your stay at De Novo; staff can assist you if you have concerns. Vaping is not permitted.

### **Money and Valuables**

De Novo Treatment Centre is in an urban setting. You will 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 your designated lock-up at De Novo.

### **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, considered to be revealing or garments that contain inappropriate content are not allowed. Sleeveless shirts are allowed during workout times only. Hats are not permitted 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 (unscented) detergent and fabric softener.

**NOTE:** Upon admission, your belongings will be steamed or placed in the dryer for a minimum of 30 minutes. This is our policy and preventative measure to maintain a safe and healthy facility.

### **Personal Hygiene**

If possible, 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 regularly and be



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appropriately dressed. We ask that you leave perfume/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.

### **Electronics**

Cell phones are prohibited. If you have any electrical devices such as cell phones, clock radios, hair clippers, laptops, tablet or iPad, iPods or cameras etc., please leave these items at home. Picture taking is not permitted due to client privacy.

### **Motor Vehicles**

De Novo does not have areas that you can park your own vehicle, therefore transportation to and from De Novo Treatment Centre should be arranged through public transportation, or by ride.

### **Food/ Allergies**

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.

### **Visitation/Phone Privileges**

During you're first seven (7) days of treatment, we like you to keep your focus on the program and your recovery. Phone privileges are made available after the first 7 days of treatment 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 have 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).

**\*Visitation** is currently on hold due to the COVID-19 pandemic.

### **Alcoholics Anonymous/ Narcotics Anonymous**

These meetings are an integral part of our recovery program.

### **Aftercare Program**

Staff will meet with you during your stay to discuss and arrange continuing care options through De Novo's Aftercare program.

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**Conclusion:**

We are here for you, and we look forward to walking along side you through your recovery program. If you have any questions or concerns, please contact us at 1-800-933-6686 or 705-787-0247.

You may also visit our website for more information: [www.denovo.ca](http://www.denovo.ca)

**Attachments:**

Medical Clearance Certificate

Rules and Expectations

Client Admission Checklist







De Novo Treatment Centre  
**Rules and Expectations**

<b>Foundational Rules/Expectations</b>	
<b>1.</b>	The consumption of and/or possession of alcohol or illicit drugs are STRICTLY PROHIBITED. Failure to comply will result in discharge from the Treatment Centre.
<b>2.</b>	Regardless of consent, any flirtatious, intimate, or sexual relations with peers will result in discharge from the Treatment Centre. We can plan for you to return on a future date when you are ready to focus on recovery.
<b>3.</b>	Any physical or psychological abuse of yourself or others could result in discharge. All staff members and fellow clients are to be treated with respect (Human Rights Code). In the event of violence or threat, which is a criminal act, police may be notified.
<b>4.</b>	Clients are required to punctually attend program, including but not limited to daily groups, 12 step meetings, meals, and one-on-one sessions. Failure to comply could result in discharge. We can plan for you to return on a future date when you are ready to meet this expectation fully.
<b>5.</b>	All clients will be assigned chores and are expected to complete them to the best of their ability daily. Notify a staff member for any health concerns regarding specific chores.
<b>6.</b>	Clients who choose to self-discharge from De Novo prior to their graduation, will not be re-admitted for a minimum of 35 days following their discharge date. Temporary discharges for medical reasons require medical clearance for a return to complete the program.
<b>7.</b>	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.
<b>Safety</b>	
<b>8.</b>	Individual identities and the information that is discussed in groups, meetings and other program settings is confidential and not to be shared in any format, unless there is a concern for safety.
<b>9.</b>	Clients are responsible for taking their prescribed medications and as directed by the prescribing physician. Misuse in any form may result in discharge.
<b>10.</b>	Emergency exits, emergency ramps and stairways are used for emergencies only. No leaving De Novo Treatment Centre property except during approved outings.
<b>11.</b>	Smoking/tobacco use is permitted in the designated areas, outside <b><u>only</u></b> . Vaping is not permitted.

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<b>12.</b>	For safety and program compliance, clients will be required to comply with Drug Urine Screenings upon admission, returning from an unsupervised outing and as required by the treatment team. Positive results may implicate that you are not prepared or ready to fully participate in our program and you may be asked to return at a later date.
<b>13.</b>	Clients may not enter other client's bedrooms, nor are they to enter gender specific areas of the facility.
<b>14.</b>	Clients are not permitted to use the exercise equipment without the supervision of the personal trainer or staff member. Personal fitness equipment is not permitted. Clients may be asked to refrain from using the fitness facilities in their first week of program.
<b>Cleanliness and Personal Hygiene</b>	
<b>15.</b>	You are expected to be neat in appearance at all times and to shower on a regular basis. Do not share personal care items such as razors, soap etc. This is for health and hygiene reasons.
<b>16.</b>	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.
<b>17.</b>	Bedrooms are to be kept neat and tidy at all times. Your bed must be made prior to morning group each day. Please keep your towels and personal items in their proper place. Rooms are monitored daily.
<b>Money</b>	
<b>18.</b>	No gambling of any kind is permitted, including lottery tickets, poker etc. Failure to comply could result in discharge from the Treatment Centre.
<b>19.</b>	Do not lend money to any client or borrow money from any client during your stay at De Novo. 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.
<b>Personal Belongings and Clothing</b>	
<b>20.</b>	Vandalism and theft of De Novo Treatment Centre property, property belonging to your peers or treatment team could result in discharge from the treatment program. Police may be notified.
<b>21.</b>	No personal entertainment devices are permitted including cell phones, alarm clocks, cameras, iPods, laptops, or exercise equipment etc.
<b>22.</b>	No hats, bandanas, sunglasses, or clothing displaying inappropriate logos are to be worn within the Centre. Being shirtless or wearing sleeveless shirts (except during workouts), revealing attire or clothes deemed inappropriate for the De Novo setting are <u>not</u> permitted.

<b>23.</b>	Pornography or materials related to pornography are not permitted at De Novo Treatment Centre. Failure to comply could result in discharge.
<b>24.</b>	All reading material is reviewed and provided by the Centre. Do not bring or purchase newspapers/magazines/books etc.
<b>Food</b>	
<b>25.</b>	Food and beverages are stored and/or consumed in the dining area only. Water is allowed anywhere in the Centre.
<b>26.</b>	Energy drinks are <u>not</u> allowed at any time during your stay at De Novo.





De Novo Treatment Centre  
**Medical Clearance Certificate**

Please complete this form and return to De Novo Treatment Centre by fax, or email: 705-788-2607  
 admissions@denovo.ca

**Client Information:**

Client Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Medication that should be continued during treatment (please do not include temporary/  
 withdrawal medications):

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

Is this individual:

- Able to use nicotine patches, gum, etc., for smoking cessation? yes  no
- Exhibiting symptoms of cold/flu or travelled outside of Canada recently? yes  no

**\*\* Methadone and Suboxone scripts must be provided to our local pharmacy. (Suboxone, 35-day supply in blister packs and Methadone, seven-day supply delivered each week to the care of De Novo). PRN mood altering medication is reviewed on an individual basis. \*\***

**ALL MEDICATION MUST BE IN BLISTER PACK & 35 DAY SUPPLY**

**Physician/ Nurse Practitioner 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 use disorder.

**Physician/ Practitioner Signature:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

Stamp

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## De Novo Treatment Centre

# Client Admission 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:**

1. Clothing
  - 4-8 Pairs of socks
  - 4-8 Pairs of underwear
  - 4-8 Tops (T-shirts and/or sweaters)
  - 4-8 Bottoms (Pants and/or shorts)
  - Sleeping attire
  
2. Activity Clothing
  - Swimsuit
  - 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 & Body wash
  - 2 Towels/ Facecloth
  - Razors, shaving cream
  - Hairbrush/unscented and alcohol-free hair products
  - Deodorant/ personal hygiene items
  - Q-tips/Nail clippers
  
5. Medication
  - Blister packed
  - 35-day supply
  - 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, perfume
3. Mouthwash that contains alcohol
4. Books (unless they are recovery related)
5. Electronics (Cell phones, laptops, iPads/iPods, cameras, tablets etc.)
6. Food and/or beverages

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