

PROGRAM INFORMATION

&

REFERRAL GUIDE

Treatment Centre
[a *new* beginning]

Accredited by Canadian Centre for Accreditation
Agréé par Centre canadien de l'agrément

87 Forbes Hill Drive, Huntsville, ON P1H 1R1
Telephone 705-787-0247 | **Toll Free** 1 800-9DeNovo (933-6686) | **Fax** 705-788-2607 | **denovo.ca**

PROGRAM INFORMATION

MISSION To provide the highest quality of substance abuse treatment for the Employers, Members within the Unionized Construction Industry, and their families. De Novo seeks to provide hope, strength and tools for our clients in need of a New Beginning, and 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.

ELIGIBILITY

- De Novo Treatment Centre operates as a partnership between Management & Unionized Members of the Ontario Construction and Building Trades. We serve Unionized Workers, Employers, and Immediate Family Members of contributing Unions and Employers.
- For those experiencing complex physical, mental health and / or cognitive needs, De Novo reserves the right to facilitate a referral to Homewood Health Centre.
- When an admission to De Novo Treatment Centre is assessed as not in the best interest of the client (e.g., conflicts of interest, special needs), De Novo Treatment Centre reserves the right to facilitate a referral to Renascent Treatment Centre.

RESIDENTIAL ADDICTION TREATMENT PROGRAM

- Abstinence-based, 35-day residential program utilizing the Minnesota model (12-step), Stages of Change model, Cognitive Behavioural Therapy, Solution-Focused Therapy, Motivational Interviewing, Strengths-Based approach.
- Education and program content are presented in group sessions (28-33 hours per week) to enhance life skills and mental, emotional, spiritual, and physical health.
- 12-Step meetings are scheduled throughout the week.
- Individual counselling sessions with qualified addiction counsellors.
- Access to medical services is available as individual health concerns arise.

AFTERCARE PROGRAM

- Distant Aftercare is a prescribed 12-week Program consisting of weekly meetings that offer ongoing support for recovery maintenance, life-skills enhancement, and relapse prevention.
- Aftercare follow-up calls consist of supportive phone consultations with counsellors, for up to one year.
- Prior to completing the residential program, residents have several options available to develop a personal aftercare component.

FAMILY PROGRAM

- Running approximately once every 5 weeks, both in person and virtually.
- Focus is on the family member, the disease of addiction, and its impact on the family unit.
- Topics include Al-Anon, self-care, healthy communication, setting boundaries, detachment, grief, and healthy support systems.

HOW TO MAKE A REFERRAL

1. **Eligibility**: Have your Union Business Agent / Representative or Employer contact De Novo Treatment Centre and confirm that you are a Member in Good Standing or an Employee of a contributing Employer, and eligible to enroll in the De Novo program @ 1-800-933-6686.
2. **Self-Referral:** Call De Novo Treatment Centre and provide your personal information @ 1-800-933-6686.
3. **Intake Interview:** Complete an Intake Interview over the phone. This interview will be scheduled with you for a specific date and time. The interview may take up to 1 hour to complete.
4. **Medication Reconciliation:**
   a) If you ARE PRESCRIBED medications or supplements for any reason, have your health care provider who prescribes the medications complete the Medication Reconciliation Form or have your pharmacy provide a medication summary (last page of this manual).
   b) If you ARE SELF-ADMINISTERING over-the-counter medications or supplements not prescribed by a qualified health professional, have your qualified health care provider complete the Medication Reconciliation Form attesting that it is safe and appropriate for you to continue self-administering these during your admission at De Novo Treatment Centre.
   c) If you ARE NOT PRESCRIBED any medication, over-the-counter medications or supplements complete the Medication Reconciliation form attesting that you are not taking medications or supplements.
   d) Fax (705-788-2607) or Email (Admissions@denovo.ca) the completed and signed Medication Reconciliation Form to De Novo Treatment Centre.
5. **Review:** Once your intake interview has been completed, your Medication Reconciliation Form has been received, and any outstanding questions have been answered, your referral will be reviewed for approval. Once approved, an admission date will be negotiated with you. Admissions are scheduled Monday through Friday between 8:30 a.m. and 4:00 p.m.
6. **Informed Consent:** Before your scheduled admission, you are strongly encouraged to read De Novo's Informed Consent document, which is available on our website, or contact De Novo directly for a copy.

GET READY FOR RESIDENTIAL TREATMENT - IMPORTANT INFORMATION

DRUG SCREENING

- De Novo Treatment Centre requires abstinence from all drugs and alcohol for a **minimum of 72 hours** prior to admission.
- A drug screening will be completed during the admission process. A positive (+'ve) test will result in a second drug screening. Two positive (+'ve) screening tests not associated with prescribed medications required for a preexisting health condition may result in your admission being re-scheduled for a later date.
- Do not smoke, eat, or drink anything except water 30 minutes prior to your scheduled admission time.
- If you require help in achieving abstinence and/or managing symptoms associated with withdrawal, you are encouraged to contact your local withdrawal management service. Search Connex Ontario for services near you. If you require help, please ask.
- You may be required to complete a drug screening upon return from a family visit or for another reason, including but not limited to suspected drug use within the Centre. These secondary screenings will be compared against your admission results. A positive (+'ve) test will result in a reassessment. Two positive (+'ve) screening tests not associated with prescribed medications required for a preexisting health condition may result in discharge.

HEALTH CONDITIONS

- You must be physically and mentally well enough to participate in a 35-day treatment program fully.

- If you are experiencing new or worsening onset of Cough, Shortness of Breath, Sore Throat, Runny Nose, Nasal Congestion, Fever, Nausea, Vomiting, Diarrhea, Pink Eye, or other contagious or infectious health illnesses/conditions, you will be asked to reschedule your admission until after your symptoms subside plus an additional 24 hours.
- While at De Novo, if you experience any of the above-mentioned illnesses/conditions, you may be asked to wear a mask when in public spaces, distance yourself from other residents, or reside within an isolation room for the appropriate amount of time based on illness/condition/symptoms.
- Prior to admission, if you are experiencing an acute health condition or instability in your health condition your admission date will be rescheduled to a later date, allowing you time to access health care services to resolve or stabilize your health condition prior to admission.
- If you receive on-going and scheduled health care services and require these services during the 35-day program (e.g., home care nursing, physiotherapy, etc.), you are responsible for ensuring these services are arranged prior to your admission at De Novo Treatment Centre. You are asked to schedule these services around programming time. Please consult De Novo Intake Services for further information.
- If your health status worsens while at De Novo and De Novo is not able to support your health care needs, you will be referred to the care of an appropriate health care service. You may return and restart your treatment program at least 35 days after your discharge and when your health condition stabilizes.
- Please bring your health card and benefits card with you as emergencies are dealt with through the local Hospital Emergency Department.

MEDICATIONS

- You must be stable on all medication for a minimum of two (2) weeks prior to your admission, or as otherwise directed by your primary care prescriber.
- You must arrive at De Novo for admission with a minimum 35-day supply of your medications in blister packs. Your local pharmacy can provide this for you, or arrangements can be made with a pharmacy in Huntsville. Please ask De Novo for details.
- Opioid Antagonist Therapy medications (e.g., Methadone, Suboxone, Sublocade, Kadian) must be sent to the pharmacy in Huntsville. Please ask De Novo where to send the prescription. When you leave De Novo, any remaining doses of Methadone or Suboxone will be returned to the pharmacy. Please speak with your prescriber before admission to discuss a plan once you complete the program or in the event of an early departure from De Novo.

TOBACCO PRODUCTS

- If you use tobacco products, you must arrive at admission with a minimum supply for 35 days. De Novo Treatment Centre cannot guarantee that you will be able to purchase tobacco products in a timely manner during your treatment stay.
    - Tobacco products are to be unopened when you arrive.
    - Tobacco use is allowed within the designated areas only.
    - Tobacco products not permitted: Vaping, e-Cigarettes, Pipes, Cigars, 'roll your own' cigarettes & tobacco
    - Any exchange (giving, purchasing, selling, lending) of tobacco products is not permitted.
- Smoking Cessation: If you are on a smoking cessation plan, please consult your qualified health care provider prior to admission to develop and document the smoking cessation plan. You must arrive with necessary nicotine replacement therapies for 35 days. Ensure that your nicotine replacement therapies are documented on the Medication Reconciliation Form.

ACCESSIBILITY / ACCOMMODATION

- De Novo Treatment Centre will provide reasonable accommodation to meet your individualized and unique needs associated with, but not limited to, culture, religion, gender identity, mobility, communication, physical health status, mental health status, cognition, and others.

- Accommodations will be considered with the principles of dignity, individualization, inclusion, and full participation.
- Please notify De Novo Treatment Centre during the Intake Interview if you identify with accommodation needs.
- If De Novo Treatment Centre determines the facility / program is not able to reasonably provide services in a manner that best meets your individual needs, De Novo Treatment Centre will facilitate a referral to a partner agency able to support you.

INCOME / EMPLOYMENT INSURANCE

- All finances, including Employment Insurance (E.I.) or short-term disability, must be arranged before arriving at De Novo. Weekly reporting for E.I. is allowed through your counsellor; the application process must be completed before admission.
- All financial business, bill payments, income, or personal-related issues must be taken care of prior to admission.

LEGAL / COURT MATTERS

- Prior to admission, all legal matters should be resolved, or arrangements must be made to address your matters after treatment.
- De Novo cannot accommodate court appearances (virtual or in person) while you are in residential treatment. You must arrange to have someone appear on your behalf if your court date is within your 35-day stay.
- De Novo Treatment Center does not provide letters or treatment summaries relating to legal or court proceedings, personal references, or estimation of outcome/success of treatment.

MONEY AND VALUABLES

- There is an ATM located in the lobby.
- Ensure you arrive with sufficient money for incidentals (vending machine and tuck shop on site).
- You are responsible for having sufficient money for transportation home, accommodations, and meals after graduation or in the event of an early departure from the program.
- De Novo is not responsible for money or valuables that are lost or stolen.
- A lock box is provided to secure your valuables in your room. Bring a padlock for the lock box, or a lock can be purchased at the tuck shop.

CLOTHES AND LAUNDRY

- You are expected to be neatly dressed at all times. Bring season-appropriate outerwear, clothing, and footwear. For participation in program activities, bring workout clothes and gym shoes. Other activities may occur from time to time, such as swimming at a local pool or hiking.
- Clothing displaying logos, slogans, or images that communicate profanity, vulgarity, discrimination, substance use, or sexualization is not permitted.
- Clothing must be worn that provides coverage of an individual's upper torso including shoulders, midriff, and pelvic / buttock area. Sleeveless shirts above the shoulders are allowed during workout times only.
- Head coverings, including hats, bandanas, hoods, and sunglasses, are not to be worn inside the Treatment Centre building unless for cultural/religious reasons.
- There is a no-fee laundry facility on site. Laundry detergent and fabric softener are provided. If you have allergies or sensitivities to laundry products, bring your own unscented products.

PERSONAL HYGIENE

- Bring a 5-week supply of toiletries for your personal use.
- Please bring scent-free products. Do not bring or use perfume, cologne, body spray, etc.
- Alcohol-based toiletries and products (e.g., mouthwash) are not permitted and will be confiscated.

- Bring your own towels and facecloths.
- You will be expected to bathe/shower regularly and be neatly dressed.
- The tuck shop sells basic personal hygiene products.

ELECTRONICS

- Cell phones and electronic devices are prohibited and will be collected and stored in a locked area, to be returned at the end of your stay.
- Watches are permitted but must not have functionality permitting access to the internet or cellular services.
- Basic function alarm clocks are permitted (clock and alarm only – no radio, etc.)
- Devices to play personal music via headphones, such as an MP3 or CD player are permitted. Music devices that connect to the internet or have other functions such as electronic games and cameras are not permitted. Personal music is restricted to headphone use only, during personal time and outside of regular programming activities and time.

MOTOR VEHICLES / TRANSPORTATION

- Clients are not permitted to park their vehicles at DeNovo while admitted to the Treatment Program. Long-term parking at an off-site location is the responsibility of the client.
- You are encouraged to use public transportation or have a family member/friend drop you off and pick you up.

NUTRITION

- De Novo Treatment Centre supplies all food that is consumed at the Centre. Menus are prepared by De Novo chefs and follow Canada's Food Guidelines. You are offered healthy choices at each mealtime.
- It is your responsibility to advise De Novo of any food allergies and/or special dietary needs you have *prior to admission.* Dietary needs will be accommodated on an individual basis as much as possible. An allergy alert will be completed with you upon arrival. This information will be provided to the Kitchen Staff.
- You are expected to be on time for meals. Meals are served at 8:15 a.m. (breakfast), 12:00 p.m. (lunch), and 5:00 p.m. (dinner).
- Food is to be consumed in the dining hall only. Beverages are permitted in the foyer and designated smoking areas only. Water is permitted anywhere in the Centre.
- It is important to wash your hands before each meal.
- Outside food, Take-Out Food, and food Delivery are not permitted. Do not bring snacks, drinks, food supplements, and additives unless they are listed on your medication reconciliation form.

PHONE PRIVILEGES / MESSAGES

- De Novo Treatment Centre provides local and long-distance calling at no cost.
- On your admission day ("Day Zero"), you may make one (1) phone call to a person of your choice.
- On "Day Seven (7)", you will have phone privileges that include one twenty (20) minute time period, once daily.
- Video / Zoom / Facetime calls are not permitted unless extraordinary circumstances require this method of communication and are negotiated with your Counsellor.

FAMILY PROGRAM

- Addiction is a family disease. De Novo provides a program tailored to support family members and loved ones who are 18 years of age or older. Family members can complete the admission process and enroll in one of our scheduled family program sessions, which are offered virtually. In-person Family Program is offered once every 35 days. Please contact De Novo for the Family Program dates if your family wishes to participate.

- Family Program content involves education and life skills touching on concepts like healthy boundaries, communication, detachment, grief, self-care, Al-anon, and other family supports.

OPTIONAL PROGRAMMING

- A range of optional programming is scheduled during the 35-day treatment program. We do not guarantee that all activities will be able to be scheduled during your time at De Novo. The specific activities may vary by week, day and time. Examples of optional programs may include.
    - Personal Trainer and Gym; normally open daily for residents that complete an orientation with the Personal Trainer.
    - Group walks outside, weather permitting.
    - Meditation
    - Pet Therapy with “Wilson” the Golden Retriever from Therapeutic Paws of Canada
    - Swimming at the local pool
    - Nature Hikes.
    - Art
    - Music: De Novo has several guitars for use.
    - A range of board games, books, puzzles are available.
    - Recovery oriented reading material is available for purchase.
    - Various activities can be purchased at the Tuck Shop including coloring pencils and stress relief coloring books, needle point, beads, various other activities and games, etc.

VISITATION – FAMILIES / SIGNIFICANT OTHERS

- Visitation is limited to those client’s family members participating in the In-Person Family Program.
- Visiting hours are from 3:00 p.m. - 7:30 p.m. on the day of the in-person Family Program.

12-STEP MEETINGS (A.A. / N.A. / C.A.)

- These meetings are an integral part of your recovery journey. You are encouraged to participate in both optional and mandatory 12-Step meetings.

PROGRAM COMPLETION

- Once you have completed the entire 35-day program, there will be a completion ceremony at 11:00 a.m. on your last day. All residents of De Novo Treatment Centre are expected to participate in the program completion activities of departing residents.
- Following the completion ceremony, your discharge time is 11:30 a.m.
- You are welcome to invite up to three (3) guests to observe your ceremony.
- If you are being picked up and have no guests attending, arrange for your ride to arrive at 11:30 a.m.
- Program Completion letters are provided to those who complete the entire 35-day program, including any completion ceremonies.
- If you leave before you complete the entire 35-day program, including any completion ceremonies unless there are unavoidable extenuating circumstances that cannot be negotiated (e.g., air travel, admission to a secondary facility), you will not be provided with a letter of program completion.

COMPLAINTS
De Novo strives to make each client's experience meaningful and one of healing, understanding, and commitment. We take all complaints seriously and manage them with compassion, transparency, and accountability. If you have a complaint, you can make it in writing, in person, by email, or by telephone. De Novo will acknowledge receipt of the complaint and respond within 14 days in writing, in person, by email, or by telephone.

DeNovo Treatment Centre
87 Forbes Hill Drive, Huntsville ON. PlH 1R1
Phone: (705) 787-0247
Toll Free: 1-800-9-DE NOVO/1-800-933-6686
Fax: (705) 788-2607
Info@DeNovo.ca

DIRECTIONS

DeNovo Treatment Centre
87 Forbes Hill Drive, Huntsville ON. PlH 1R1

https://www.bing.com/maps?q=google+chrome&FORM=HDRSC7&cp=45.323668%7E-79.206533&lvl=16.0

(Revision January 20, 2025)

DE NOVO TREATMENT CENTRE – ADMISSION CHECK LIST

WHAT TO BRING: This checklist is meant to be a supportive guide to help you prepare for your admission to De Novo Treatment Centre.

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
   - ☐ 2 Sets of exercise attire
   - ☐ Running shoes
3. Outside Attire (Seasonal)
   - ☐ 2 Footwear (shoes, boots, sandals)
   - ☐ Jacket (winter, spring, rain, etc.)
   - ☐ Scarves, mitts, hats (seasonal; hats are worn outside only)
4. Toiletries (Unscented and Alcohol Free)
   - ☐ Toothbrush & toothpaste
   - ☐ Shampoo & body wash
   - ☐ 2 towels/ facecloth
   - ☐ Razors, shaving cream
   - ☐ Hairbrush/hair products
   - ☐ Deodorant/personal hygiene items
   - ☐ Q-tips/nail clippers
5. Medication
   - ☐ 35-day supply, blister packed
   - ☐ Medications match the Medication Reconciliation Form
6. Tobacco Products
   - ☐ 35-day supply, unopened
7. Money
   - ☐ Enough for incidental, snacks, tuck shop
   - ☐ For medications if you do not have a drug benefits plan
   - ☐ Money for transportation, meals and/or accommodation after graduation
8. Personal Information
   - ☐ ID Card
   - ☐ Health Card
   - ☐ Bank Card (if necessary)
   - ☐ Health Benefits Card
   - ☐ Pad lock for personal security box

WHAT TO LEAVE AT HOME

1. Materials and Clothing that display, promote, or communicate profanity, vulgarity, discrimination, substance use, or sexualization.
2. Scented products, such as: cologne, body spray, lotions, perfume
3. Mouthwash that contains alcohol
4. Material that promotes
5. Electronics (Cell phones, laptops, cameras, tablets etc.)
6. Food and/or beverages
7. Tobacco products not permitted: Vaping, e-Cigarettes, Pipes, Cigars, and ‘roll your own’ cigarettes & tobacco

Pre-Admission Planning Notes

DE NOVO TREATMENT CENTRE – MEDICATION RECONCILIATION

Please complete this form and return to De Novo Treatment Centre
(Fax: 705-788-2607) (Email: Admissions@denovo.ca) (Phone: 1-800-933-6686 or 705-787-0247)

Client Name: _____ DOB: _____

Address: _____ Phone: _____

Please complete either BOX A or BOX B but not both.

BOX A

☐ I am NOT prescribed any medication or self-administering any over-the-counter medication or supplement. I will not be arriving with any medication or supplement.

_____ _____

Client Signature Date

BOX B – Complete this section with your prescriber or pharmacist.

☐ I AM PRESCRIBED medications and/or supplements by my qualified health care provider. I have documented a summary of my prescribed medications (below) or attached a summary of my medications from my pharmacy or the qualified health care provider who is prescribing the medications.

☐ I am taking OVER THE COUNTER (OTC) MEDICATIONS OR SUPPLEMENTS NOT PRESCRIBED, and my qualified health care provider considers them safe and appropriate for me to take while in residential treatment.

☐ I am on a SMOKING CESSATION PLAN supported by my qualified health care provider.

_____ _____

Client Signature Date

Medication/Product Name	Reason for Taking	Dosage - Time	Prescribed or OTC

Prescriber / Pharmacist Contact Information:

Name: _____

Address: _____

Phone: _____ Fax: _____

Stamp

Signature: _____ Date: _____

MEDICATION RECONCILIATION ADDITIONAL COMMENTS OR INFORMATION