

## CREDO COMMUNITY CENTER MISSION STATEMENT

Transforming lives Through Quality Treatment.

## CREDO COMMUNITY CENTER PREAMBLE

We are here because there is no refuge finally from ourselves. Until we confront ourselves in the eyes and hearts of others, we are running, until we suffer them to share our secret, we have no safety from it. We will be alone. Where else but in our common ground can we find such a mirror? Here together, we can at last appear clearly to ourselves, not as a giant of our dreams, nor as a dwarf of our fears, but as a woman, a part of a whole with her share of its purpose. In this ground, we can each take root and grow, not alone anymore as in death, but alive to ourselves and to others.

THE PATRICIA POND HINKLEY WOMENS RESIDENCE/CREDO COMMUNITY  
CENTER

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## STAGES OF RECOVERY FROM ADDICTION

| STAGE                                  | TASKS  | GOALS   |
|--|--|---|
| 1. Early Stage<br><i>Present focus</i> | Coming out of hiding<br>Connecting to others<br>Sharing “secrets”<br>Risking depending on others<br>Feeling & Sharing feelings<br>New Awareness<br>Shame Awareness                                   | - Recovery from “Using”<br>- Awareness of the<br>Pubic/Private Self |
| 2. Second Stage<br><i>Past Focus</i>   | Re-experiencing “original pain”<br>Unresolved grief & Loss<br>“Inner Child” work<br>Deeper emotional healing<br>Self-Love & Self-assertion<br>Maintenance<br>Shame healing<br>Corrective experiences | -Uncovery on Inner Self<br>-Emerging Authentic Self                 |
| 3. Third Stage<br><i>Future Focus</i>  | Spirituality<br>Intimacy<br>Openness & Vulnerability<br>Transformation<br>Solitude<br>Service<br>Community   | -Discovery of Potential<br>-Enactment<br>-Integrated Unashamed Self |

## PROCEDURES FOR EARNING A LEVEL

There are a total of 5 stages of treatment required for the Credo's Residential Program. The length of time in each stage is determined on an individual basis. Actual length of time in each stage will depend on each individual's progress.

Each level progresses from the most structured to the least structured.

As you progress through the various stages you will demonstrate a knowledge and practice of a recovery program.

Staff reviews and on occasion, peer review, will determine your completion of a level.

You are responsible for the knowledge and techniques to be mastered at each Level (These requirements are detailed in the levels manual) Practice = Mastery

1. Overall attitude towards peers and staff members
  - respectfulness towards others
  - honesty
  - anger resolution
2. Compliance with treatment rules
  - adhering to house rules and guidelines
  - number of incidents or violations
  - serving as a role model in the community
3. Participation in treatment groups/therapies
  - attendance/punctuality in the group process
  - sharing during the group process
4. being accountable and responsible for treatment plan objectives
  - treatment work done on time
  - sharing with staff and peers knowledge learned from goals and objectives
  - Compliance with medications
5. Evaluations on your work responsibilities such as house chores and earned responsibilities
  - quality of work
  - initiative set forth
  - completion of jobs

## HOW TO GET THE MOST OUT OF GROUP

1. No Matter how hard you may find it; participate. You cannot make progress unless you get involved and allow yourself to experience your true feelings and to react to others in the group. Question, challenge, and say what you feel. Try to be as open and honest with yourself and others as you possibly can.
2. Make the group a part of your life. In other words, don't think of group as something that happens one day and then forget about it until the next day. After the group session, think over what happened. What emotions did you have? Discuss it at the next group, or with your peers.
3. You are not in group to be tactful or popular. Be **YOU** whatever that entails. Show the group all sides of your personality.
4. Don't wait for a golden opportunity before you start talking or getting into your feelings. Make your own openings. If you feel bored and think that the person that holds the floor is going nowhere, interrupt!
5. This is your group and your therapy and if it is not moving in the direction you would like it to move, express your dissatisfaction. If at any point you think a particular activity (i.e. role playing) would be helpful to another member, suggest it.
6. If you have a choice between saying something like "I feel sorry for you." Or communicating these same thoughts through an action, do it! When you do this be aware of your needs as opposed to the needs of another person. Are you doing or saying something to fulfill your needs, her needs, or both.
7. Do not ask theoretical questions like, Are most addicts/alcoholics neurotic? Rather make personal statements. Also, address others in group directly; don't say, "Some people here don't like me." Instead say, "\_\_\_\_\_ doesn't like me." They don't like me because\_\_\_\_\_."
8. Try to move into areas that are emotionally uncomfortable, both inside and outside the group. If, for example, there is a person in the group that you feel intimidated by, confront that person. Growth can only occur by going beyond the limits you have set for yourself in the past.
9. Experiment inside and outside the group with new forms of behavior. Unless you start to act differently and take some risks, you will not change!

## **Guidelines for Privileges**

- 1.) Ask for and obtain writing to family members. This means that when you ask for a privilege, you must talk to your counselor about what you requested.
- 2.) Establish communication with those individuals through letters.
- 3.) After you receive a letter back from a family member that you would like to have visit you can ask for and obtain visits. Check with the staff to set up an orientation for the first visit and explain to your visitor that they will be expected to attend family group prior to visiting with you.
- 4.) Phone privileges are on level III and the same procedure applies as with writing or visits. All outing phone calls to family need to be made with a phone card which you are required to purchase with your personal needs allowance. The treatment team considers exceptions, especially for women with young children.

### **INTRODUCTORY LEVEL –(7 – 30 DAYS)**

- Complete preliminary treatment plan
- Learn house rules and functioning-guided by your sponsor
- Remain with sponsor at all times
- Group participation relating only to recovery areas and house functions
- Reading of recovery books and related material only
- Will remain in residence. Will be accompanied by staff to outside appointments as needed.
- Introduction to recovery programs
- Participation in all house activities and recreational/fitness activities
- Demonstrate knowledge of house rules and guidelines
- Complete 6 steps of goal setting

### **Orientations:**

Vocational Education

Family Counseling

### **Privileges:**

- Eligible for writing at this time – to immediate family members

## **LEVEL 1**

- Work on initial treatment plan and complete
- Begin to relate and share about self in groups
- Start identifying your feelings- review feelings chart
- Begin vocational educational process
- Active listening and contributing
- Written life story –Legal and Drug History
- Verbal life story
- Obtain Level 1 responsibility

### **Privileges:**

- Visiting privileges to immediate family
- Eligible for group outings
- Eligible for writing privileges to extended family
- Eligible for leisure reading –staff must approve books to be read

## **LEVEL II**

- More in depth talking in groups and relating to self and recovery
- Explore what is a “personal inventory”
- Family counseling during Saturday groups/or when deemed appropriate
- Visible commitment to the recovery process
- Work on humility, open-mindedness, honesty and trust
- Be an appropriate role model –walk the walk
- Follows through and completes treatment work and responsibilities
- Investigate volunteer work in the community w/primary & voc. Ed
- Demonstrates good budgeting skills

### **Privileges:**

- Monitor of house chores
- Eligible for out-visits w/family
- Eligible for Level II responsibility
- Eligible for supervised special outings
- Eligible to be a sponsor for new residents
- Can explore a hobby
- May be eligible for a home visit
- If interested may be eligible to attend outside recovery meetings with a Level III or 3 Level II

- May obtain and work with AA or NA sponsor if approved
- Eligible for shopping privileges off site with a staff person

### **LEVEL III**

- Initiates talk in groups and deals with character defects
- Ongoing personal inventory
- Live a program of recovery
- Increased commitment to recovery lifestyle
- Handles leadership role
- Seeks out others for help and guidance
- Appropriate role model
- Volunteers in the community/is responsible and punctual
- Do a thorough, honest life story
- Lives by guidelines of the program and holds others to these
- Discuss discharge plans with primary counselor and complete the discharge planning survey

### **Privileges:**

- Level III responsibility
- Room Leader (eldest in the room)
- Home Visit
- Eligible for doing personal needs shopping
- Unsupervised special outings
- Extra free time and privileges
- Investigate part-time work
- May go to appointments alone (no court dates)
- May have children spend the night on a weekend (this is on an individual basis at discretion of staff)

### **LEVEL IV**

- Review life story and assess how your program of recovery is going
- Do a "grave" list –rid yourself of all your secrets
- Continue to practice personal inventory: This process is important for you to maintain a successful recovery program
- Finalize goals for discharge planning
- Case management voc/ed counseling and goals: set up jobs, colleges, housing, day care, aftercare treatment
- Take responsibility for the need for individual or group time
- Obtain part-time employment if appropriate
- Tie up loose ends with self, residents, and staff
- Plan to "leave your mark". Your primary counselor will explain

-3 days of R&R PRIOR TO GRADUATION

**Privileges:**

- Allowed to set own schedule within reason
- Eligible for late night, free time
- May assist staff in activities or classes
- Home visits

**EXPECTATIONS AND RESPONSIBILITIES OF LEVELS III AND IV**

- 1) Once you have received Level III you are responsible for filling out a weekly schedule. This must be done by Sunday evening by 9:00 PM.
- 2) Anytime you leave the house; appointments, volunteering, etc... You must sign out **and** inform a staff person that you are leaving.
- 3) Upon return to the house you must inform a staff person immediately that you are back.
- 4) Upon return to the house immediately inform staff of any appointments you have made. Any prescriptions that you have been given must be given to the staff.
- 5) Any items which you have brought into the house must be presented to staff for inspection; which includes purchases, purses, backpacks etc.
- 6) You are still responsible to complete your chores. In the event you will not be here you must find someone in advance to take your place, esp. meal prep and kitchen duties.
- 7) When you ask for a home visit on Monday's group you must present a home visit plan and a relapse plan at that time.
- 8) When returning from a home visit **all** of your belongings must be given to staff for inspection.
- 9) You will be drug tested immediately upon your return to the house.
- 10) Your request for cash for personal needs shopping must be turned into your primary counselor on the 2<sup>nd</sup> Tuesday of the month.
- 11) You are expected to spend your money on the items listed on your shopping list.
- 12) All change and/or paychecks must also be turned in upon returning to the house.
- 13) If you want cash for something over the weekend you must request it from one of the counseling staff by 9:00 AM Friday so they can put it in an envelope for support staff.

## WOMENS RESIDENCE HOUSE RULES

- 1) Monday –Friday residents will get up at 6:15 AM. You will have 45 minutes to make your bed, clean-up and tidy up your room for the day. Sat & Sun you will be up by 8:00 AM chores done and breakfast on Saturday by 9AM. Sunday chores done by 9AM.
- 2) Due to time constraints and hot water availability, there will be designated shower times (AM/PM) and is posted in your respective bathrooms. This is a rotating schedule. You are allowed **10** minutes to shower. Be considerate of others and stick to this time frame.
- 3) Breakfast is served Mon-Fri @7:15AM sharp. Everyone is expected to be on time. Sat make your own according to the menu. Sun it is served at 9:30 AM sharp.
- 4) Meditation is a good way to start the day and everyone is encouraged to share. Mon-Fri there will be an 8:00 AM reading of the daily meditation that will be rotated throughout the group.
- 5) All residents are assigned weekly house chores. Chore group will be done on Mondays and the new week for chores begins Tuesday. Chores are a priority and must be completed and checked by the monitor before you move onto other activities. Tues-Fri by 9:00AM, Sat, Sun and Mon by 10:30 AM
- 6) The designated house monitor will check your bedrooms daily. The monitor will let you know if something needs to be redone in your room after breakfast. You will tend to the task immediately.
- 7) Showers are to be finished by 10:00 PM Sun-Thurs. Fri& Sat by 11:00PM
- 8) Personal care items (shampoo, soap, toothpaste, etc) are to be marked with your initials and kept in the plastic bins provided. Bins are to be cleaned weekly.
- 9) Curing irons/hair dryers must be unplugged when not in use. Failure to do so may result in the loss of these items.
- 10) Residents are **not** allowed in their rooms during the day unless you have staff approval.
- 11) Out of respect for each other's space, women are not allowed in anyone else's room. There are designated sitting areas upstairs where you can sit and talk.
- 12) Treatment work and recovery materials must be brought downstairs in the morning.
- 13) Slippers are only allowed after evening programming is complete (inside only). Shoes must be worn at all times.
- 14) When leaving any room be mindful to pick up and straighten up after yourself and turn light off if you're the last one leaving the room.
- 15) You may not leave the dining room area until the staff releases you after med pass in the evening. Sun-Thurs you must be in your rooms by 10:00 PM. Lights out at 10:30 PM. Fri & Sat residents in room by 12:00 AM Lights out by 1:00 AM.

## MAIL

\*\*\*\*Writing is a privilege that may be revoked at any time if guidelines are not followed. You will discuss with primary counselor how to obtain writing privileges and it will then be determined at their discretion.

- 1) All mail will be screened; this includes both incoming/outgoing.
- 2) All incoming/outgoing mail must be logged in mail book.
- 3) You are only allowed to receive 3 letters a week and send 3 letters/week.
- 4) You are required to write your probation officer and/or judge every month. If you do not write by the end of the month, all other writing privileges will be revoked.
- 5) Taking/giving letters to family members (sneaking) during visits is not acceptable. This behavior will not only jeopardize your writing privileges but your visiting privileges as well.

## RESIDENT MAIL BOXES

- 1) Each resident is assigned a mailbox. The mailboxes are small and not appropriate for storing books.
- 2) Check your mailboxes daily. Staff uses them as a means to communicate.
- 3) Mailboxes must be emptied before you go to bed.

## AGENCY VEHICLES

- 1) Everyone must wear seatbelts in any vehicle and at all times.
- 2) The eldest (time in the house) is given priority for the front seat.
- 3) The radio is only to be controlled by staff.

## **Clothing List**

5 pair jeans/pants  
2 pair dress pants  
1 dress/dress outfit  
6-8 underpants  
6-8 bras  
6-9 pair socks  
5 short sleeve shirts  
5 long sleeve shirts  
Fitness clothes-shorts/sweatpants/t-shirts  
Work clothes/boots/sweatshirts/shirts  
Bathing suit  
4-6 pair shorts  
Pajamas  
Slippers  
2 pair sneakers  
1 pair dress shoes  
1 hooded sweatshirt  
2 jackets (1 for house, 1 for work)  
4 sweaters  
2 small pair earrings  
1 necklace  
1 watch  
2 rings  
2-4 belts  
No products containing alcohol will be allowed  
Minimal makeup  
Hair accessories  
Brush/Comb  
Toothbrush  
Hairdryer/curling iron/straightener

### **CLOTHING ATTIRE**

- 1) Holes in any clothes are not acceptable; no frayed, cut or ripped jeans.
- 2) Clothes with inappropriate advertising may not be worn.
- 3) No tight clothing or low cut shirts will be allowed.
- 4) With exception of sleeping, undergarments must be worn at all times.
- 5) Pajamas must be worn to bed.
- 6) Residents will have separate clothes for work, recreation and fitness.
- 7) Must have work pants, shirt, sweatshirt, shoes and boots.
- 8) Recreation/fitness clothes to include sneakers, socks, shirt, sweatpants/shorts (sports bra is recommended).
- 9) All work, fitness/recreation clothes will be kept in the cellar in the changing room. All clothes must be turned right side out and folded neatly.
- 10) You have 5 minutes to change your clothes for fitness.

11) House clothes may not be changed during the day without prior staff approval.

### **LAUNDRY**

- 1) All residents are responsible for doing their own laundry.
- 2) Laundry days are assigned by days and rooms, and will be on a rotating basis (every 5 days)
- 3) You must be oriented to the use of the washer/dryer before using.
- 4) Dirty clothes are to be kept in your hampers until laundry day. (You will be given a laundry basket.)
- 5) Responsible for washing bedding weekly.
- 6) There is a table in the laundry area for clothes that need to be laid flat to dry. You may not bring them to your room wet.
- 7) Washers/Dryers are not to be used after 8:00 PM; all laundry must be taken to your room before 8:30PM. Clothes left will be confiscated.
- 8) When outside temp is 45 or above residents will hang clothes on line outdoors. Underclothes may be hung on racks/bars in laundry room
- 9) All clean laundry must be put away before you got to bed.
- 10) In case of rain you may ask staff for permission to use the dryer.

### **COMPUTER**

- 1) You must be oriented to computer before using.
- 2) Use of computer may not exceed 30 minutes at a time.
- 3) Residents with assignments will be given first priority.
- 4) You are not allowed to access the internet unless given permission and supervised by a staff member.

### **MUSIC/RADIO/WALKMANS**

- 1) Clock radios are provided for each room.
- 2) Music must be kept at a level which does not disturb others.
- 3) Stereos, radios/walkmans may NOT be brought with you.

### **SNOW SHOVELING**

- 1) There will be a resident designated snow monitor. This person is responsible for checking weather conditions and getting the rest of the house up if there is shoveling to be done.
- 2) Snow monitor is a privilege and must be earned by a Level II or higher.
- 3) The monitor will get up at 5:15 AM on weekdays and check for snow. Weekends 9:00 AM and on visiting Saturday 8:00 AM.

- 4) All residents are expected to participate unless they are physically unable and have a documented medical reason.

### **KITCHEN DUTIES**

- 1) Meals are made and served by designated residents. This is based on a weekly rotating schedule according to the room you are in.
- 2) Designated kitchen staff is responsible to have everything on the table. Nobody is allowed to get any additional items.
- 3) If unable to be in kitchen at scheduled time, it is your responsibility to let staff know and get someone to cover you.
- 4) Hats/hairnets are to be worn at all times. Hair must be completely tucked in properly.
- 5) Gloves are to be worn at all times and changed when contaminated according to chart in kitchen. Gloves are not to be worn outside of kitchen area other than serving/setting table.
- 6) Seasoning should not be used in excess as you are cooking for the house, not for personal taste.
- 7) Residents may help clear table only after each resident has removed their personal place-setting. This is to avoid congestion in the kitchen area.
- 8) Residents that help clear are to leave items on serving table outside of kitchen area. Again only kitchen staff is to be in the kitchen.
- 9) Kitchen staff is responsible for putting all food away (labeled and dated), as well as cleaning kitchen properly.
- 10) Guidelines for proper cleaning are posted on side of fridge and must be checked off. Staff will inspect kitchen and sign off before mopping.
- 11) Dishes are to be washed with hot soapy water, change water accordingly.
- 12) Dishes washed by hand are to be rinsed thoroughly and then let air dry. Do not dry with towel.
- 13) All dishes are to be put away before going to bed.

### **MENU PLANNING**

- 1) Menus are to be followed exactly, including condiments. Any substitutions must be cleared by staff/food person.
- 2) Everyone must have a portion of each food group. There is NO sharing of food. You must eat what you take before getting seconds.
- 3) Kitchen staff is responsible for keeping track of time as far as calling seconds and when it is time to get up.
- 4) It is kitchen's responsibility to let food person know what items the kitchen is running low on.
- 5) There will be no complaining of food or you may be in the kitchen sooner than you think.
- 6) Kitchen duty starts on Tuesday morning. Pull for Tuesday and Wednesday. On Wednesday you pull for Thursday and Friday. On Friday you pull for Saturday, Sunday and Monday.
- 7) If you forget an item on your pull list you must do without it. PB&J or leftovers (with staff approval) may be substituted, but it is a kitchen demerit.

- 8) You may ask for 5 minutes extra to prepare meal. If still not complete PB&J goes out for dinner. The meal being prepared will be served the following day.
- 9) \*\*\*Leftovers may be substituted on any other meals. We do not waste anything. You may only reheat/serve a dish twice. So split up leftovers for re heating when necessary.
- 10) Dishes, Bowls, Silverware, and Cups must go through dishwasher.

### **MISC. RULES**

- 1) No singing at the table.
- 2) Always push your chair in.
- 3) Any snow on the ground you must wear boots.
- 4) 50 degrees or higher no coat required. 40 degrees or higher no hat/gloves required.
- 5) When walking anywhere as a group you must wait at the corner for everyone before crossing the intersection.
- 6) No flip flops may be worn walking unless to church service.
- 7) Lamp on in living room when watching TV
- 8) No lying on furniture, feet on the floor no slouching "lounging".
- 9) No sleeping on furniture.
- 10) You must ask staff prior to turning the TV on.
- 11) No writing in the living room.
- 12) No pillows on couch during groups.
- 13) No one is allowed in New Foyer/Group room before 4:00 PM without staff permission.
- 14) You must always ask to use the computer.
- 15) A Level II or higher must be present for the following:
  - to go outside /take out garbage
  - to go upstairs or downstairs
  - to sit in fenced yard or on porch

## VISITING

- 1) Visiting requests are to be made during Monday house group. You will have the workweek to talk to staff about the request you made; your answer will be given the following Monday in house group.
- 2) If for some reason your request is denied, you must wait two weeks before you ask again.
- 3) Visits will be held on the 1<sup>st</sup> and 3<sup>rd</sup> Saturday of the month 12:00p-4:00p.
- 4) Everyone who is approved for visits must have orientation. Sometimes family members receive their orientation on the day of the resident's intake. In this case reorientation is not necessary.
- 5) All visitors must attend family group run by one of our counselors. This group begins at 2:30p promptly and everyone having a visit must attend (with the exception of small children) or they will not be allowed to have their visit.
- 6) It is your responsibility to let your visitors know the procedure.
- 7) The family group is held from 2:30p – 3:30p. Family counseling will be done at this time.
- 8) 12:00p -2:30p is the scheduled visiting time and 3:30p-4:00p to say goodbyes and wrap up the visits.
- 9) All residents must have 3 visiting and 3 non-visiting goals for visiting weekend. This is in addition to the regular 3 weekend goals. Goals are due by 9:00 AM on Wednesday preceding visiting weekend. (Your sponsor will explain this further.)
- 10) If goals are not handed in, you may not have part or your entire visit.
- 11) When visitors arrive you are not allowed to meet them in the parking lot. When visitors leave you are not allowed to walk them out either.
- 12) Residents are not allowed to receive **ANYTHING** from visitors. If you do not comply with this rule, visits will be revoked.
- 13) Family members may bring things only with prior staff approval (change of clothes for the season). When they arrive, items must be brought directly to the office and staff will check them in. Then they will be given over to you.
- 14) Women with children visiting: it is your responsibility to remain with your children at all times. You may not leave your child with other residents unless you have approved baby helpers.
- 15) A pre-visiting goals group will be held approximately at 9:00 AM on the Saturday of the visit and a post-visiting group will be done later that day.
- 16) No visitors are allowed on the second floor. Unless approved by staff or with staff escorts.
- 17) During family group the residents will convene upstairs to talk or work on treatment work.

