

CREDO COMMUNITY CENTER



Residential Rehabilitation Services for Youth

Resident Handbook



Credo Farm

Resident Handbook

Credo the Agency

Since 1970, Credo has been providing quality substance abuse treatment and services for individuals, groups, and families. Credo provides outpatient treatment in Watertown and Lowville and residential treatment in Evans Mills and Watertown, with the Farm, an intensive residential program for women and their school age children, and two community residences for men. In addition, Credo also offers a supportive housing program with case management services.

Credo's Guiding Principles

Everyone will be treated with respect and dignity

All employees are accountable

Honest communication is critical to success

Integrity is non-negotiable

Dedicated staff is the backbone of the agency

Honor confidentiality

Maintain professional skills through on-going training

Service with pride

Credo's Mission Statement

Transforming Lives Through Quality Treatment

Credo's Administration Offices

850 Arsenal Street
Watertown, NY 13601
315-788-1530
315-788-3794 (fax)

Outpatient Treatment Substance Use & Mental Health

595 W. Main Street
Watertown, NY 13601
315-788-1530
315-788-3794 (fax)

Substance Use
7714 Number Three Road
315-376-5958
315-376-5953 (fax)
Lowville, NY 13367

Residential Intake
595 W. Main Street
Watertown, NY 13601
315-788-1530
315-788-4759 (fax)
888-585-2228

RRSY
24180 County Route 16
Evans Mills, NY 13637
315-629-4441
315-629-5437 (fax)

Women's Residential
1130 State Street
Watertown, NY 13601
315-779-1772
315-782-0609 (fax)

Men's Residential
417 Washington Street
Watertown, NY 13601
315-788-3833
315-788-9155 (fax)
138 Winthrop Street
Watertown, NY 13601
315-788-6881
315-785-8410 (fax)

www.credocommunitycenter.com

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Treatment at the Farm

The Farm is situated on 115 acres of beautiful agricultural land, with open fields for play, a pond and stream, and a Sugarbush. We also have our own vegetable and flower garden areas and horse stables. The program has a rich history, which includes a grass-roots founding and many years of success stories.

The Farm provides a holistic rehabilitative environment for young men from ages 16 to 21, which means a resident in the program has the opportunity to not only address their issues of chemical use, but also family dynamics, medical needs, mental health symptoms, education and vocational goals, lifestyle changes, self-help opportunities, spirituality beliefs, and anything else that they find relevant to their overall wellness. The program is individualized to meet each resident's diverse needs, and offers a variable length with an average of 8 months and a maximum of stay of twelve months, depending on progress in the program and individual need.

The program is highly structured with daily activities such as chores, fitness, various forms of clinical treatment, active and quiet recreation, and socialization. Programming is also individualized to meet the unique needs of each resident so they may successfully complete the program and go on to reach the goals they set for themselves. Whenever possible, staff utilizes the property to promote optimal treatment for residents. This includes engagement with the barn and animals, gardening, the use of special projects to help residents relate their work to their treatment (i.e. building the rock garden as a means of grounding oneself and building mindfulness).

The program inspires individuals to develop respect for themselves and others, and responsibility via a wide variety of therapeutic activities, vocational and educational components, and recreational opportunities. The Farm environment is a good training ground for adult life, because residents here practice decision making, commitment, self-discipline, and patience.

Treatment interventions on the Farm are provided through a team approach and every resident has regular contact with all counseling staff, in addition to their assigned primary counselor. As staff, our practice remains to work and play side-by-side with our residents, in all aspects of the program. We believe this helps build relationships and creates a safe and healthy environment for everyone.

Staff

Program Director	Equine Therapist
Residential Coordinator	Equine Specialist
Property Supervisor	Registered Nurse
Overnight Staff Supervisor	Voc-Ed Counselor (part-time)
Family Therapist/LMFT	Clinical Overnight Staff
Primary Counselors	Entry Level Counselors (part-time)
Family Counselor	Administrative Assistant
Community Support Specialist	Academic Tutor (part-time)
Activities Coordinator	Nurse Practitioner
Food Specialist	Medical Director (part-time)
Facilitator	

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Staff Schedules

The facility is staffed 24 hours a day with at least two staff on shift at all times, including the overnight. Counseling staff are available seven days a week and provide clinical services throughout the shift, including evenings and weekends. Supervisors workday, evening and weekend shifts and an on-call supervisor is available at all times.

Services

Individual Counseling

Each resident receives individual counseling sessions weekly with their primary counselor and other counseling staff based on assessed need. These sessions are conducted in private and are directed by the treatment plan. Residents are expected to come to individual counseling sessions prepared to work on an area of their treatment.

Individual counseling sessions are scheduled for the resident and participation is mandatory in order to be compliant within the program.

Group Counseling

All residents receive group counseling sessions each week. Each group consists of a minimum of three residents and a maximum of twelve, with at least one counseling staff as the facilitator. Residents are expected to attend groups with a plan of something to work on for their treatment.

Group sessions follow a counseling structure rather than that of a classroom.

Most group topics are identified by the group members themselves, and counseling staff often encourage topics based on the needs of multiple residents. Groups are also established by topic, including Family Group, Journal Based Groups, skill building group, etc.

Group counseling sessions are scheduled for the resident and participation is mandatory in order to be compliant within the program.

Equine Assisted Therapy (EAGALA)

All residents have the ability to engage in both group and individual EAGALA model equine therapy sessions. Sessions are typically 45 minutes in length but can range from 30 minutes to an hour in duration. EAGALA model sessions are conducted by the equine therapist and equine specialist and are provided on a bi-weekly basis for groups. Individual EAGALA model sessions are arranged based on identified need and interest, as well as input from the treatment team for any additional benefit.

Equine assisted therapy sessions are scheduled in coordination with each resident and their needs.

Treatment Planning

A treatment plan is developed with the resident within the first 10 days of treatment and then every 30 days after this, until discharge. The treatment plan helps to guide the treatment that is provided and thus

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resident input is essential. The following life areas are available on the treatment plan: chemical dependency, communicable diseases, daily living skills, education, family, legal medical, mental health, equine assisted therapy, social, spirituality, tobacco use, and vocation.

Recreation

Residents have the opportunity to learn new hobbies and practice a style of healthy living that can help with their overall feelings of satisfaction from life. The Farm emphasizes the development of recreational habits that help residents reach the goals they have set for themselves. The Farm offers recreation opportunities such as team sports indoors and outdoors, hiking, fishing, running, yoga, fitness, art, reading, listening to music, playing music, and board games.

The residents of the Farm have a tradition of participating in fun-runs in the community. Many residents have taken this opportunity to learn how to train for distance running and have been so successful with this lifestyle change that they continued the practice after treatment. All residents can participate in this training and those that are in full compliance with programming are granted permission to participate off the Farm.

Additionally, quiet and active recreation is scheduled each day. This encourages residents to balance their lives with work and relaxation, while continuing to build healthy, sober leisure activities.

Reoccurrence Prevention Class

For those residents that choose to stop using drugs or alcohol, for whatever reason, will need to develop skills to help with this choice when outside of a safe environment like the Farm. The curriculum for these classes has been developed by the program residents and whenever possible is led by residents, with the help of staff. The format of these classes varies between lecture, interactive, role playing and group activities.

Reoccurrence Prevention classes are scheduled each week and participation is mandatory in order to be in compliance with programming.

Spirituality

Residents work on their own to pursue their personal understanding of spirituality and staff work to offer opportunities for this exploration throughout a resident's stay. Participation in these services is not mandatory and includes opportunities both on-site and off. Volunteers help run a spirituality group for residents who have interest in exploring their spiritual selves and needs further. A resident must be in full compliance with the program to leave the property for this service.

Self-help

Opportunities for self-help are provided each week for residents who wish to participate. This service is provided both on-site and off-site. A resident must be in full compliance with the program to leave the property for this service.

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Vocation

The Farm offers many opportunities on-site for residents to develop skills and experiences that can help them later in the employment market. Residents learn how to care for the barn animals and all aspects of the property, including lawns, fencing, and building maintenance.

Through the assistance of the Voc-ed Counselor, residents assess their vocational interests, create a resume, learn ways to find employment, and add skills that employers will find useful. This counselor offers opportunities both on-site and off-site for vocational services. A resident must be in full compliance with the program to leave the property for this service.

Vocational programming is scheduled daily and participation is mandatory to be in compliance with programming.

Education

An Academic Tutor is employed on the Farm to provide education required to participate in the GED Test and classwork provided from a resident's home school. Any resident without a high school diploma or general equivalency diploma at admission is required to participate in classes with the tutor. Residents are provided a choice of working on the GED Test requirements or work from their home school. A resident does not have to take the GED Test while in treatment, but many residents do and pass the test.

The Voc-ed Counselor and tutor work with the New York State Education Department and school districts, in order to meet the needs of individual residents. Every effort is made to provide the education each resident prefers, but on occasion a resident that would like to work on high school classes is not able to, due to a lack of participation by their home school district or a lack of credits completed in order to obtain their high school diploma in a timely manner. In these cases, the resident is required to work on the GED Test curriculum.

Residents with a high school diploma or equivalency diploma may choose to participate in classes on-site to prepare for college, as long as they are in compliance with regular programming. This can be set-up at the request of the resident, by the Voc-ed Counselor and tutor.

Educational programming is scheduled daily, and participation is mandatory, for those without a diploma or equivalency diploma, in order to be in compliance with programming.

Family Counseling

Family services are a valuable part of substance abuse treatment and are highly encouraged on the Farm. There is a Family Counselor available to coordinate family counseling and visiting. Please see the family services material packet for specific information.

Discharge Planning

At the time of admission, discharge planning begins. Residents are assessed at admission and every 30 days thereafter to determine the severity of their symptoms and need for services and determine

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approximately how long they should stay in treatment. The program has a variable length of stay depending on the need of individual residents and can extend for up to twelve months.

The Community Support Specialist and other counseling staff meet with residents individually to determine their ideas for discharge, and a formal plan will be developed by the last few weeks of treatment. Referrals for additional substance abuse treatment are done prior to discharge, as well as referrals for additional residential treatment for many residents. This may include referrals for community residence services if recommended by the treatment team.

Residents spend a great deal of time on the Farm and thus need to experience some time off the Farm prior to discharge. This is set up by the counseling staff and includes opportunities like touring the Watertown area, attending self-help meetings, eating at local restaurants, riding public transportation, and volunteering.

Mental Health

The mental health needs of residents are assessed at admission and throughout treatment, by the on-site mental health therapist, along with the psychiatric staff that work for the program. Education and counseling are provided by the mental health therapist to help residents cope with symptoms of mental health disorders.

Medical

The Farm employs a full-time Registered Nurse to care for the medical needs of residents. Any medical services that are needed beyond this person's expertise are delivered by a Nurse Practitioner that works with the program. The program's RN will set up all medical care, such as physical, dental and vision exams, disease testing, medication administration and monitoring, specialist services, and emergency care. The RN also provides educational services to residents through life skill classes and individually as needed.

Leadership Training

The Farm has a peer-run culture to teach skills to residents and promote positive community behavior. Every resident has the opportunity to learn how to lead and thus be accountable for himself and for others. Those individuals in leadership positions are appointed by staff and must be in good standing in the program. Residents receive education and guidance from staff on how to be successful at their jobs. Examples of leadership are sponsoring a peer, running a chore, and helping to hold peers accountable to the rules of the program.

Privileges

Residents have the opportunity to gain privileges while on the Farm based on their performance and behavior in programming. Examples of privileges include drawing, telephone calls, radio, internet, decaf coffee/tea, hair products, guitar, facial hair, and off-site opportunities.

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Privileges must be earned by talking to staff about the privilege and how it will be used in treatment and will be a benefit. These privileges can be revoked or given up as a consequence for inappropriate behavior or lack of progress in treatment.

Responsibilities

The Farm is full of experiences that can help residents learn new skills, develop self-esteem, personal worth and pride, and add to their daily satisfaction in treatment. Examples of responsibilities residents can earn include all aspects of the barn, kitchen and food preparation, fireplace, Sugarbush, recreation equipment, snow removal, library, mudroom, laundry room, bird feeders, gardens, flag, vacuums, lawns, pets, fishing equipment, board games, house plants, and fish tank.

Responsibilities must be earned by talking to staff about the responsibility and how it will be used in treatment and will be a benefit. These responsibilities can be taken away or given up as a consequence for inappropriate behavior or lack of progress in treatment. Refer to the Level System handout for more information regarding privileges and responsibilities.

Resident Committees

The Farm promotes the participation of program residents in all aspects of treatment, and especially wants their input. Please use the boxes around the residence to put your comments and suggestions or speak to any program staff.

The Quality Assurance Committee is made up of the agency's executive director, a program staff member and several appointed program residents. This committee meets quarterly to review the results of a quarterly resident satisfaction survey and make recommendations to the program's administration about changes or issues they want addressed.

Safety

All residents receive orientations on how to properly use all equipment and to work in specific areas, such as the kitchen and the barn. Residents must receive permission from staff to move throughout the building and property.

Fire drills are held at least two times per month, with one of those drills occurring during sleeping hours. All residents must immediately evacuate the building when the alarm sounds, regardless of whether a fire is suspected. The meeting place for everyone is the parking lot near the dumpsters. If a resident suspects a fire, they should leave the building immediately and report the fire to a staff as soon as they can do so safely.

The residence is monitored by security cameras in all the common areas of the building, barn and grounds. The function of the cameras is to assist in safety for clients and staff, and protect Credo property. Only the Clinical Director of the facility, Senior Residential Program Director, and top-level administration may access the saved footage. All other staff may only view real-time footage.

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Personal Care

Residents are expected to request medical services as necessary and follow the recommendations of trained medical personnel.

Residents must participate in daily dental care and daily bathing, as outlined by the program schedule. Laundry is completed by residents two times per week on the assigned wash day. Clothing must remain in good repair and be without stains or holes. Shirts must be tucked in unless in active rec, fitness, barn, or while wearing sleep clothing.

All residents are provided with a haircut by a licensed professional about every six weeks.

Personal Items

All personal items are locked in a secure room designated for such items until a resident completes treatment or they send it home with a family member. Residents receive all clothing, hygiene, and stationary items from the program, and may order needed items each month. Our regular policy is for residents to have very few personal items they have brought into treatment, in order to avoid theft. Exceptions to this policy are made on an individual basis by the treatment team.

Each resident has a place to store their daily items downstairs, as well as in their bedrooms. These areas are considered private and not to be interfered with by other residents. Staff does maintain the right to search all areas of the property, including these private areas, throughout a resident's treatment. We take such an action very seriously and only do this when absolutely necessary and for the safety of the entire program.

Food Services

Three meals and three snacks are provided each day for every resident. Though we do not require any resident to eat all of the food they are provided with, we do encourage it as part of a healthy lifestyle. We do ask that if you take food items that you eat what you take. Residents are not permitted to feed the pets meal items, share food with peers, eat food not on the menu, or take food out of the dining/kitchen area. The menus are developed by our Food Specialist; resident input on food items is welcome.

Wellness

Credo and the Farm specifically are interested in the overall health and wellness of our residents. Staff provide many opportunities for clients to improve their health, fitness, nutrition, self-image, and skills.

Length of Stay

The length of stay at the Farm is variable, which means it changes depending on the individual and what they need. The program is a maximum duration of twelve months and a minimum of any time in between. Residents undergo regular assessment of their needs and skills, in order to determine how long their stay should be. Important factors taken into account with this decision are severity of use, type of substances

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used, duration of time used, severity of consequences for that use, and progress on identified goals. The staff understands that every resident wants to know how long their treatment will take, and the easiest answer is: it is unique to everyone. We encourage residents to talk about it with staff and realistically evaluate themselves.

Collaborative Change Program

At the Farm, we want residents to develop thoughtful decision making skills, habits that will help them in treatment and beyond, and critical thinking. We do recognize that not all residents come to this treatment facility ready to work on treatment or with the skills they need to comply with program rules and activities. The staff at the Farm have developed an individualized Collaborative Change Program to help residents understand the boundaries in their environment and be successful at altering behaviors when needed. The rules and guidelines on the Farm are similar to rules residents would find in a functional home atmosphere and emphasize personal accountability, working on self, and kindness to others.

The objective of the Collaborative Change Program is to retain clients in treatment through a joint process of residents and staff working as partners in the treatment process. The Farm recognizes that many residents at our facility have learned to display their thoughts and emotions through negative behavior, thus the Collaborative Change Program provides residents the opportunity to make mistakes and then change this tendency through client created modules. The program uses the least restrictive intervention possible at first and progresses to more intense interventions as needed, utilizing client input and personal assessment to create individualized and specific adaptations. The program is individualized to take into account each resident's personality, life circumstances, and stage of change. There is no limit on the number of Collaborative Action Plans a resident can participate in during treatment.

Clear Expectations

The rules of the program are posted around the facility and reviewed on admission so residents can anticipate how they should behave in the program.

The Collaborative Change Program is also explained to all residents on admission, is posted around the building, and is further explained as often as needed.

Programming and activities on the Farm are not options, and are part of the structure of the treatment process. If a resident makes a choice to avoid treatment activities they is assigned to, staff will intervene with him in the same manner as a client not following other program rules (as outlined below).

When Problems Arise

The first technique used with residents that are not following program rules is to remind them of the rule and give them the opportunity at the moment to change their behavior. This is true of residents breaking known rules, being disruptive to their peers, refusing programming, or causing a dangerous environment. The resident is given the opportunity in the moment or shortly after to discuss why it is they are finding it difficult to make the decision to follow program expectations. This intervention is the preferred way to help residents make a clear connection to how their behavior is affecting others, the program and

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themselves. One example of a successful intervention is a resident that decides to be supportive of others and no longer disruptive, even if they do not participate in the activity to their potential.

Residents that struggle to engage in change that follows program structure in a reasonable amount of time (as determined per client), or to the satisfaction of the program expectations, will be referred to the treatment team for additional treatment. The resident will be provided with individual/group counseling and given the opportunity to discuss the situation that occurred, their thought processes, and come up with a plan of how to be successful in the program.

If counseling methods are unsuccessful, or the behavior is more extreme, the resident is provided with a Collaborative Action Plan, created by the resident with guidance from the treatment team. This plan allows opportunity for the resident to use a written method to think through their decision making, come up with a plan for different decision making in the future, identify how their current behavior is either adding to or taking away from their goals and identity, and plan an opportunity to make restitution to the program. The resident is given the opportunity to decide what form of amends they will make, and is given a list of suggestions, but can always create their own.

When behavior is so extreme that it puts the resident or their peers in danger or the previous methods of intervention have not worked, a Retention Plan is assigned by the treatment team in collaboration with the resident. This plan includes family and legal notification of the resident's risk for discharge, due to their decision making and behaviors. This plan clearly outlines what needs to change in order for the resident to improve their standing in the program. Residents that successfully complete a retention plan may remain in treatment. Residents that decide not to participate in the plan or meet the expectations of the retention plan will likely be discharged, after careful review by the treatment team.

Farm Basic Rules

1. Use polite language
 - Be respectful to everyone around you
 - Do not use curse words, name calling, or slang
2. Use assertiveness techniques, and not aggression
3. Follow the program rules about which peers you have the privilege to talk with
4. Do not verbally, emotionally or physically abuse anyone
 - Keep your voice at a normal volume
 - Do not retaliate when you feel wronged
 - Keep your hands off of others at all times
5. Participate in program activities as assigned
6. Use your coping skills and if you don't have any ask staff to help you develop some
7. When you are upset ask for help from a staff member
8. We celebrate life; treat all living things with respect (look, don't touch; no killing)
9. Residents under 30 days may not talk to on another without staff supervision

*These rules are intended to keep you safe, our house a pleasant environment, and help you be successful in treatment.

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**Residents that decide not to follow these rules will receive staff intervention, which could include discharge.

Bathroom Rules

- Leave the bathroom clean
- Flush the toilet
- Wash your hands before you leave the room
- The same general house rules still apply

Downstairs

- 5 guys maximum in the bathroom
- Not a place to hang out to avoid chores or anything else
- Daily cleaning – toilets, urinals, sinks, mirrors, floors, empty trash can

Upstairs

- 1 bedroom at a time in the bathroom
- You must be clothed when out of the shower
- 10 minutes in the bathroom (this includes showering, shaving, brushing teeth, and using the toilets)
- Nightly cleaning – toilets, sinks, mirrors, showers, floors, hang up mats, empty trash can
- Morning cleaning – make sure the room is still in good shape

Bedroom Rules

- No horse play
- Stay in your own bedroom
- Dogs are not allowed in bedrooms
- Do not call the pets upstairs/into bedrooms
- Water bottles are not allowed upstairs
- Shirt and pants/shorts required when out of bedrooms
- Spare clothing needs to be placed on top of dresser each night, before lights out
- Untie shoes before removing them
- No borrowing, lending, stealing, or trading items
- Use a personal needs order form to order clothing and other items
- “Lights out” means lights off and no talking
- Room needs to be ready for inspection each morning
- Room commander is in charge in the bedroom
- Room commander has single bed by window and youngest has single bed in the middle
- All personal items belong in your closet, do not hang pictures or other personal items around the room
- The same general house rules still apply

General Bedroom Cleaning

- Trash emptied weekly or when full (whichever comes first)
- Personal items neat and orderly each morning
- Bed made with tight corners each morning (“hospital corners”)

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- Dirty laundry folded and in the hamper each morning
- Room dusted during room total and when instructed by staff
- Room vacuumed during room total and when instructed by staff
- Mattresses need a mattress cover (complete a shopping list when need replacements)
- Complete a maintenance request for items needing repair & turn in to the director
- All laundry must be done by 7 pm on assigned laundry days
- Bed linens must be done by 7 pm on Sundays

Closets

- Nothing kept on the top of the dresser (“blacktop”)
 - Exception is for clothing ready for the next morning
- Keep clothing folded neatly or kept nicely on a hanger (no extra hangers needed)
- Clothing and hygiene items need initials
- Shoes should be stacked neatly
- Hang towel neatly on rack
- Shelves should be kept neat and orderly

Headboards

Approved items: One picture, one self-help or spirituality book

Nightstands

Approved items: Lamp, clock, one picture and self-help or spirituality book from each person using the bunk beds

Nightstand drawers

- One drawer for each resident in the room
- Approved items: books, mail, binder, pens
- No hygiene items

Desk area

- Desk top clear of items
- Pens/pencils/paper/books in drawers
- Bulletin board for room’s use (plaques, pictures, etc.)

Room Commander

The Room Commander is a leader in the program and in charge of the general behavior of the bedroom. they should bring any and all concerns about a specific resident to the staff on the shift.

Responsibilities

- Wake-up the room on time
- Turn-out the lights on time
- Remind residents in the room of the program rules

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- Maintain a clean bedroom
- Uphold the program rules in the bedroom
- Close the curtains and windows in the morning, and turn off the fan
- Assign bathroom cleaning
- Mentor other residents

Mudroom Rules

- No horse play
- No talking (talking slows you down!)
- No sitting on the washer/dryer
- Only one group at a time
- Untie shoes before removing them
- No borrowing, lending, stealing, or trading items
- Clothing and hygiene items need initials
- The room and lockers need to be kept neat and organized
- Lockers need to be ready for inspection throughout the day and evening
- Use a personal needs order form to order clothing and other items
- Clothing needs to be washed on specified days and not to avoid chores
- Change in 3 minutes during warmer seasons and 4 minutes during winter
- Enter and leave with the group
- Room commanders are in charge of timing
- The same general house rules still apply

Pet Rules

The program pets are very important to everyone here and they provide a great deal of therapy just by being here. Please follow the rules regarding pets, for your safety and theirs. The specific rules are posted in the residence, but here are some basics.

- Be aware of the animals and their feelings
- Treat the animals with respect
- If pet rules are broken you may lose your privileges to pet the animals
- Pet guy is in charge of the pets, and enforcing the rules

Sponsorship

The sponsorship period lasts for 7 days, unless otherwise specified.

Sponsor

- In general help the sponsee settle into the program and learn rules and expectations
- Teach rules as time goes and do not overwhelm the sponsee with everything at once
- Redirect sponsee when they are not following program rules
- Always remain with the sponsee or assign him to another leader

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- Act as a mentor

Sponsee

- Follow program rules
- Remain with the sponsor or leader
- Learn about the program and begin working on treatment goals

Phases of Programming

Resident's progress through treatment is evaluated based on stages of change. These stages can vary through treatment and are highly individualized. It is anticipated that residents will reach an action phase of change by the point of discharge, and this stage of change is used to determine their next level of care. Counseling staff will make every effort to help residents move through the stages therefore the treatment plan is developed with these intentions. Residents are expected to make a commitment to participate in the change process and push themselves to alter their thoughts and behaviors.

Pre-contemplation

Not yet acknowledging that there is a problem that needs to be changed.

Contemplation

Acknowledging that there is a problem but not yet ready or sure they want to make a change.

Preparation

Getting ready to change.

Action

Changing the behavior.

Maintenance

Maintaining the behavior change.

Reoccurrence

Returning to old behaviors and abandoning the new changes.

Level System for Treatment

The purpose of the level system is to ensure that residents are provided with quality treatment, as well as to provide a guideline of how to successfully progress through the program. The levels are divided into four (4) phases: Stabilization, Adjustment, Treatment, and Transition; each phase building on the previous to help residents gain the most out of their treatment.

Level I: Orientation/Stabilization Phase (0-14 days)

- Purpose: Stabilize resident in treatment, effectively manage drug and alcohol withdrawal symptoms, learn basic skills of self-care, familiarize self with Farm environment, and participate in a physical and mental health evaluation.

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- Treatment Services: Individual sessions 2-3x/week, Group sessions 2-3x/week, chores are encouraged but not mandated and individualized services are provided based on the resident's needs.
- Orientations: (Barn) Grooming & stall care
- Expectations:
 - Be honest with staff about needs
 - Follow house rules
 - Remain on Farm unless for personal appointments
 - Attend all scheduled groups and sessions
- Advancing to Level II: Fulfill all specified "Expectations"; submission of a level request must be given to primary counselor for treatment team review.

Level II: Adjustment Phase (1-60+ days)

- Purpose: Engage client in treatment, begin basic Reoccurrence prevention, incorporating family involvement
- Treatment Services: Individual sessions 2-3x/week, Group sessions 2-3x/week
- Responsibilities: Fish Tank, Vacuums, Snow Removal, Lawn Management, House Plants, Laundry Room, Bird Feeder, Gardens, Rock Garden, Greenhouse, Game Room Guy, Sports Equipment
- Privileges: Drawing, Leisure books, Eligible for off-site activities, Supervised phone call privilege
- Orientations: (Barn) leading, horse anatomy & expressions, feeding, (kitchen) chemicals & knives, (house) vacuums
- Advancing to Level III
 - Up-to-date with treatment work (goals are being completed in a timely manner)
 - Treat residents and staff with respect
 - Completed all orientations
 - Actively engages in groups and sessions
 - Actively participates in scheduled programming
 - Active in recreational and fitness activities
 - Gain and maintain at least one (1) responsibility
 - Completed and shared a written life story with counseling staff
 - Leading by example (following all rules, being polite, etc.)
 - Submission of a level request must be given to primary counselor for treatment team review.

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Level III: Treatment Phase (2-4+ months)

- Purpose: Intensive treatment and self-exploration of drug use, trauma, family issues
- Treatment Services: Individual sessions 2-3x/week, Group sessions 2-3x/week, opportunities for higher level therapy groups, opportunities to engage significant other as well as extended family and friends in treatment at discretion of treatment team
- Responsibilities: Flag, Fences & Pastures, Non-Food, Grill Guy, Fireplace, Farrier Guy, Mudroom, Dog Guy, Library, Art Room, Cat Guy, Whiteboard, Mop Closet, Car Guy
- Privileges: TV, Music, Help to facilitate activities, Explore personal hobbies, Basketball, Level 4 Book, Coffee/Tea
- Orientations: (Barn) Signs of sickness & Parelli, (kitchen) hot stuff, dishwasher, and cooking
- Advancing to Level IV:
 - Has gained and effectively uses coping skills
 - Shared life story in a group
 - Up-to-date with treatment work
 - Complete all orientations
 - Actively engages in groups and sessions
 - Actively participates in scheduled programming
 - Initiates talk in sessions and groups
 - Actively seeks out staff for support and guidance
 - Participates in treatment work to further self-exploration and identify character strengths and weaknesses
 - Appropriate role model for other peers
 - Active leader in the house (reinforcing rules, etc.)
 - Has earned and maintains at least two (2) responsibilities
 - Submission of a level request must be given to primary counselor for treatment team review.

Level IV: Transition Phase (4-6+ months)

- Purpose: Prepare to transition out of the program using skills and awareness developed in treatment, establishing next steps of life decisions
- Treatment Services: Emphasis on vocational and case management services, Group sessions 2-3x/week, Individual sessions 2x/week, off-site opportunities for transition experiences
- Responsibilities: Barn Manager, Head of Chores, Food Guy
- Privileges: Transition, Facial Hair, Personal Clothing, Out Visits, Unsupervised phone calls, Supervised Internet, Hair Cut, Facilitate Off-Site Activities, Personal Room
- Expectation to complete treatment:
 - Up-to-date with treatment goals
 - Be a responsible role model for other residents
 - Meet with Care Coordinator if attending community residence
 - Actively engaged in vocational sessions
 - Effectively help and be supportive in chores

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- Continue to actively engage in programming
- Maintains all previous level expectations
- Complete family discharge packet

Each phase will also consist of specific treatment goals in addition to individualized goals to ensure each resident is being provided the opportunity to gain the most out of the program. Residents must meet with their primary counselor to discuss moving up to the next level, followed by a formal request of a one (1) page essay stating why the resident feels they are ready for the next level of treatment. The treatment team will review the essay, as well as the work that the resident has been doing; and will make a decision to either grant the level request or to provide interventions to help the client recognize the changes they need to make in order to be eligible to move on to the next phase.

Residents may return to a previous level depending upon behavior concerns, not following assigned programming, not abiding by program rules and expectations, etc. The treatment team will provide appropriate interventions for residents who return to a previous level, including an updated treatment plan with goals relating to the reasons for the return, increased services if needed, (i.e. more individual or group sessions), as well as any individualized services that the resident may require. In this situation, the resident will notify their legal contact, as well as their family, of their level change.

Successful completion of the levels equals successful completion of the program. Residents can transition between the phases at various rates, meaning that, for example, overall treatment could result in completing at 10-11 months or possibly 6-7 months. Your treatment is up to you!

Privileges

Level II:

- Drawing – you will be provided with a notebook for drawing; should be done during quiet rec or after dinner.
- Leisure books – to be approved by staff and signed out, must be up-to-date with treatment work at all times, reading will happen during quiet rec or after dinner
- Eligible for off-site activities – dependent on behavior and compliance with programming, you may attend off-site activities
- Supervised phone call privilege – you will be given a 10 minute phone call once a week to your emergency contact or immediate family; to occur on speaker phone from 8:00 am-4:00 pm, Monday-Friday; to be arranged with Family Counselor or Primary Counselor; a call log book will be available, and a letter to your family must be submitted by 1:00pm on Wednesday to be approved by the treatment team, and scheduled for the week

Level III:

- TV privilege – during quiet rec or after dinner (7:00-8:00 pm unless there is programming); can choose to watch what you want; all chores and laundry must be done prior to watching

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TV in the evening. You are asked to journal about what you watched, any triggers you experienced, and the types of content you chose to engage with.

- Music privilege – given personal radio to be used during quiet rec or after dinner; not to be shared with other residents; one headphone is to be in at all times; you are asked to journal about what you listened to, any triggers you experienced, and the types of content you chose to engage with; all music added to an MP3 player must be approved and done **only with your primary counselor**
- Helps to facilitate activities – you can set up off-site activities by coordinating with staff (i.e. fishing trips, bowling, hiking, etc.)
- Explores personal hobbies – you can ask for supplies to do your old favorite hobbies or try new ones (i.e. crocheting, knitting, woodworking, art, etc.)
- Basketball privilege – when staff are available, participating in 2 on 2 or other competitive basketball games with staff and other residents who have earned basketball privilege. Games may be played on site or at the YMCA and are to be arranged by staff.

Level IV:

- Transition – you will participate in transition activities already established by staff, but also create your own plans for transition (i.e. playing basketball with guys from the halfway house, going to the mall, going out to lunch, etc.)
- Facial hair – following the program guidelines of a full beard in two weeks, plus you can grow the “Leon”
- Personal clothing – you will be given \$75 and provided an opportunity to pick out and purchase your own clothing
- Coffee – in addition to morning coffee or tea, you can have one additional cup when it is served and offered by a staff member with intention of processing your treatment and growing through meaningful conversation
- Out visits – you can plan pre-approved visit with your family and can go off-site during a family visit; needs to be planned with the Family Counselor and Primary Counselor and approved by the Director
- Unsupervised phone call – A 10 minute phone call once a week, not on speaker phone with person of your choice; to be arranged with your Primary Counselor or the Family Counselor; a call log book will be available, and your request must be submitted by 1:00 pm on Monday to be approved by the treatment team and scheduled for the week
- Supervised internet – 10 minutes, before or after your first session of the week with your primary counselor
- Personal room – you are allowed to sleep in room 6 alone or with one other peer with the personal room privilege. This room is designed to help you begin your transition out of the program and provide time for reflection on your stay and your role as a leader.

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*Privileges continue on throughout your whole stay, for example, if you are a Level III, and have not asked for the drawing privilege (Level II), you are still able to ask. ***Privileges may be revoked if programming expectations are not followed.***