



De Novo Treatment Centre

Pre-Admission Information Package

35 Day Residential Program

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Introduction

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

What to expect from De Novo Treatment Centre

The individuals who enroll in the De Novo Treatment Centre programs will be treated in a fair, non-judgmental, caring and mutually respectful manner. De Novo supports each client in their process of addiction recovery using best practices and a client centered approach with a 35 day residential program.

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

Our Admission Criteria

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

1. Complete an over the phone screening interview with a De Novo Intake worker (1-800-933-6686).
2. Acquire Union clearance. We require your BA (Business Agent/Rep) to contact De Novo and notify us that you are eligible to enroll in the program.
3. The Medical Clearance certificate included in this package must be completed by a Physician, Nurse Practitioner or Registered Nurse and forwarded to De Novo's Admission Office for approval prior to you getting an admission date. Please fax to: 705-384-1509.
4. You must be a minimum of 72 hours sober prior to admission. De Novo may be able to help you arrange for detoxification at a site near you.

For You to Know.

Admission and Discharge Times

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

Once you have completed the program, there is an honouring ceremony involving your peers, family and De Novo staff. Discharge time is 11:00 a.m. and you are expected to participate in group activities until that time.

Benefits/Employment Insurance

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

Medications/Medical Concerns

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

If you require medical attention for any reason, you must seek medical attention and medical clearance prior to coming to De Novo. We are a non-medical agency and require our clients to be well enough to fully partake in our 35 day treatment program. Any illness or injury while in treatment is handled through the nearest emergency department. Bring your health and drug card with you.

Methadone medication is not permitted at De Novo. Suboxone medication may be a replacement for this if required. Clients who are participating in a methadone program must speak with their doctor to begin a tapering process or begin a transferring method

to Suboxone prior to treatment. Suboxone is permitted with clear and strict outlines directed by the local pharmacy and your Suboxone doctor.

Money and Valuables

De Novo Treatment Centre is located in a rural setting. You need to bring enough money for incidentals, outside of the treatment program and bus fare home if necessary. ***De Novo is not responsible for money or valuables lost or stolen.*** Therefore, you are requested to refrain from bringing large sums of money with you. Valuables will be left in lock-up at De Novo. Stores in the area offer cashback. You may bring debit or interac cards as an alternative to cash.

Clothes and Laundry

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

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

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

Personal Hygiene

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

Smoking

If you smoke, you must bring enough cigarettes for your 35 day stay with us. The cartons of cigarettes must be unopened upon arrival. Tobacco use is not allowed within the Centre and smoking must be contained to the designated areas only.

Food

Do not bring any food, including junk food to De Novo. All food is provided by the Centre. Food allergies and/or special dietary needs are to be arranged through the Admission office *prior to admission* to accommodate each client's needs, as much as possible.

Electronics

Do not bring any electrical devices such as hair clippers, clock radios, cell phones, laptops, iPods or cameras etc. Picture taking is not allowed due to confidentiality.

Motor Vehicles

Motor vehicles are not permitted on De Novo property during your stay. There are public transportation options available as well as allowing a friend or family member to drive you. Transportation to and from treatment must be arranged prior to admission.

Visitors/Phone Privileges

Visitors and phone calls are not permitted during a client's first seven (7) days of treatment.

Family visiting hours are on Saturdays between the hours of 10:00 a.m. to 4:30 p.m. Visitation must be arranged through your counsellor by Thursday of each week.

Clients are allowed one phone call to family upon arrival to let them know they are at De Novo Treatment Centre, or they can call you to let you know they arrived home safely. Payphones will be available for use during designated times only to which a phone card is required. De Novo has two payphones available, therefore you must be considerate of other clients.

Alcoholics Anonymous/ Narcotics Anonymous

These meetings are an integral part of our recovery program and attendance is expected. Meetings will take place in the surrounding communities as well as in house.

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



De Novo Treatment Centre

RULES AND EXPECTATIONS

Foundational Rules/Expectations	
1.	The consumption of and/or possession of alcohol or mind/mood altering chemicals are STRICTLY PROHIBITED . Failure to comply may result in immediate discharge from the Treatment Centre.
2.	Any physical or psychological abuse of yourself or others may result in immediate discharge. All staff members are to be treated with respect, as are all fellow clients (Human Rights Code). In the event of violence, which is a criminal act, police may be notified.
3.	Clients are required to participate in all aspects of the Treatment Program including but not limited to daily groups, 12 step meetings and one-on-one counselling sessions. Failure to comply may result in immediate discharge. We can make arrangements for you to return on a future date when you are ready to meet this expectation fully.
4.	All clients will be assigned chores and are expected to complete them to the best of their ability on a daily basis. Notify a staff member for any health concerns regarding specific chores.
5.	Clients who choose to self-discharge from De Novo prior to their graduation on day 35, will not be readmitted for at least 35 days following discharge date. If you leave due to hospitalization or a medical emergency, you are allowed, with a medical clearance to return and complete their program.
6.	All personal and professional business must be taken care of prior to admission. Computers and phones will not be used for personal banking, solicitation etc.
Safety	
7.	Emergency exits, emergencies ramps and stairways are used for emergencies only. No leaving De Novo Treatment Center property except during designated outings.
8.	Smoking/tobacco use is permitted in the designated areas, outside only .
9.	Clients are not permitted to use the exercise equipment without the supervision of the personal trainer.
Cleanliness and Personal Hygiene	
10.	You are expected to be neat in appearance at all times and to shower on a daily basis. Do not share personal care items such as razors, soap etc. This is for health and hygiene reasons.
11.	To minimize the potential adverse allergic and/or medical reactions associated with exposure to scented products, De Novo is a fragrance free facility. Respect others by NOT wearing cologne, scented hairspray or scented body spray.

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

Revised: April 2014



MEDICAL CLEARANCE CERTIFICATE

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

Client Contact Information:

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

Medication that should be continued during treatment:

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

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

ALL MEDICATIONS MUST BE IN BLISTER PACKS

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

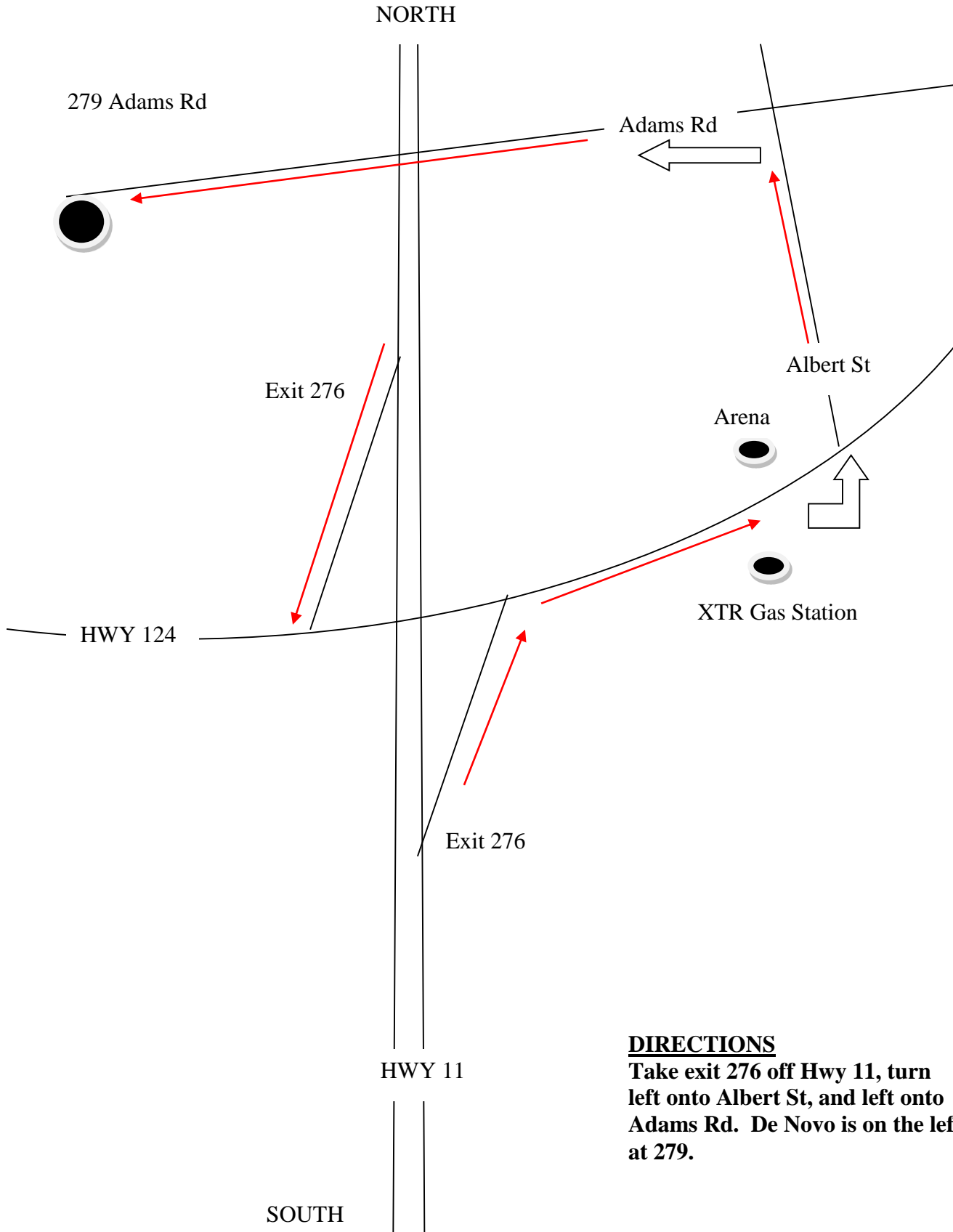
Name: _____ Phone: _____
 Address: _____ Fax: _____

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

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

Date: _____

Stamp



DIRECTIONS

Take exit 276 off Hwy 11, turn left onto Albert St, and left onto Adams Rd. De Novo is on the left at 279.