



ADMISSION INFORMATION GUIDE

The following is a guide for Community Case Managers and/or referral agents in conjunction with other professionals in collecting helpful information regarding your client. Agencies unfamiliar with the Motivational Assessment Process (MAP) may contact this office.

CONFIDENTIALITY:

- Ensure confidentiality is discussed with the client
- Ensure to provide the appropriate release of information for the exchange of information

PRESENTING PROBLEM:

- Who has referred the client
- Why has the client been referred
- What is the client's belief surrounding the referral for assessment and referral

ALCOHOL & DRUG USE HISTORY:

- Use history: drug(s) of choice and experimentation, age of initial use, frequency
- Previous treatment and detox
- Periods of abstinence
- Date of last use

MEDICAL AND MENTAL HEALTH HISTORY:

- General health – acute or chronic medical conditions
- Complete written medical history/physical including blood work, HIV, Hepatitis B & C, urinalysis
- Present medications, reason and duration
- Diagnosis – include any psychiatric and psychological reports
- Psychiatric hospitalizations – dates and circumstances
- Suicidal thoughts or attempts
- Abuse (emotional, physical, sexual) – Past/Present? Therapy?
- Anger / violent behavior

FAMILY LIFE:

- Outline family or partnership dynamics
- History of involvement with Social Agencies (i.e. DCR)
- Housing arrangement
- Child-care arrangements

SOCIAL LIFE:

- Outline support systems that are in place
- Recreation – leisure interests

EMPLOYMENT/EDUCATIONAL FUNCTIONING:

- Main source of income
- Problems at work or school
- Last grade completed
- Any limitations/reading/disabilities affecting comprehension

LEGAL INVOLVEMENT:

- Current legal charges/orders or undertaking
- Copy of Pre-sentence/pre-disposition report
- History of violence

SPIRITUAL/CULTURAL HISTORY:

- Identify specific needs

RECOVERY HISTORY & ASSESSMENT:

- How did the client present at time of assessment (i.e. co-operative, defensive, alert, etc.)
- Client's appearance at time of assessment (i.e. neat & clean, eye contact, etc.)
- Include any screening tools that were administered
- Client motivation (i.e. readiness for treatment, stage of change, stage of recovery, etc.)

TREATMENT PLAN:

- Type of treatment required and primary goals for treatment
- Referral to self-help groups
- Plan for follow-up sessions
- Issues to be addressed in treatment
- Referrals to treatment and others

CONFIRMATION OF ADMISSION WILL BE DONE ONCE ADMISSIONS RECEIVES ASSESSMENT AND MEDICAL INFORMATION.

- Admissions will contact the Community Case Manager / referral agent with a specific date and time for admission
- Please contact Admissions if a particular circumstance changes:
Lauren MacDonald at (306) 695-2251

“Working in partnership to assist individuals and families with recovery from chemical dependency”.

Please forward completed assessment to:

Lauren MacDonald
Program Director
Pine Lodge Treatment Center
P.O. Box 457
Indian Head, Saskatchewan S0G 2K0
Phone: 695-2251
Fax: 695-2514
Email: lauren.pinelodge@sasktel.net



PHYSICAL EXAMINATION FORM FOR ADDICTION INPATIENT TREATMENT

Name: _____ Health #: _____ DOB: _____

Return to: Pine Lodge
Box 457
Indian Head, Saskatchewan S0G 2K0
Phone: 306.695-2251 Fax: 306.695-2514

Vital Signs:

B.P.: _____ HR: _____ Resp: _____ HT: _____ WT: _____ Temp: _____

Table with 5 columns: Normal, Abnormal, Not Assessed, Specify Abnormalities. Rows include: Skin, Head, Eyes - General, Eyes - Fundoscopy, Ear & Nose, Mouth, Neck, Cardiovascular, Respiratory (Thorax), Abdomen, Lymphnodes, Extremities, CNS - Gait, Level of Consciousness, Cranial Nerves, Neuro-Reflexes, Motor & Sensory, Breast/Genital/Rectal.

Medications (include OTC drugs) _____

Allergies (describe reaction) _____

Past medical History _____

Current Occupation _____ Smoking _____ Alcohol _____

Routine Pre-Admission Lab Work
CBC
Lytes/BUN/CR
F.B.S. (Spot okay)
Liver Function Test
HBSAG/B/C
Routine Urinalysis

Diagnosis and Proposed Management:

Physician's Signature: _____

Date: _____



*P.O. Box 457
INDIAN HEAD, Sask.
S0G 2K0*

*Telephone: 1-306-695-2251 - Fax: 1-306-695-2514
Email: pinelodge@sasktel.net*

PRELIMINARY CONTACT INFORMATION

Check in time is between 8:30 a.m. and 10:30 a.m.

- BRING:** - Housecoat and slippers (shoes must be worn in building at all times)
- Toiletries including soap, shampoo, toothpaste, etc. (alcohol free)
 - Change of clothing for (7) seven days (laundry facilities are available to patients once a week)
 - Sufficient laundry soap and softener/dryer sheets for (4) four weeks
 - Change or calling cards for use in pay phones
 - Proper clothing and footwear for outdoor walks
 - Only AA or NA literature allowed while in treatment
 - Writing materials, ie. notebooks, binder, pens, pencils, and highlighter
 - No more than \$100.00 on person please

Staff reserves the right to examine all luggage.

Pine Lodge supplies sheets, towels and pillows.

On admission, all patients' prescriptions and over-the-counter medications will be turned over to staff. Please ensure that you have enough of your required prescriptions filled to last for the full 28 day treatment.

Patients are required to pay for prescriptions, books and all personal consumables such as tobacco or cigarettes while in treatment. It is advisable to bring enough money to cover such things.

Treatment generally consists of a four-week program, which may be extended if necessary. There will be no passes during the treatment process.

It is recommended that patients coming into treatment leave valuables such as jewelry, etc. at home as bedrooms are not equipped with locks.

No visitors will be allowed during the first week (7 days) of treatment. The same rule applies to phone calls. There will be no in-coming or out-going phone calls allowed during the first 7 days.

Visiting hours after the first 7 days of treatment are Saturday, Sunday and Statutory holidays from 2:30 p.m. to 4:30 p.m. All visiting must be done on Pine Lodge premises.

Patients are advised that the night staff of Pine Lodge make bed checks during the night, every night.

Lauren MacDonald
Program Director



HOUSE RULES

Staff reserves the right to examine incoming luggage and do room checks. Addictions Attendants do room checks on weekends, evenings and night shifts.

1. All prescriptions and/or over-the-counter medications brought in must be turned over to Intake upon admission. Where appropriate, these will be dispensed as per doctor's orders. This includes all analgesics, nasal sprays, eye drops, laxatives, etc.
2. There will be absolutely no use of unauthorized chemicals while in treatment.
3. Patients are responsible to keep rooms clean and tidy. This includes storage of luggage and clothes, vacuuming and making the beds. Beds are to be made before 8:30 am weekdays and before 12:15 pm weekends and statutory holidays.
4. Patients are to be fully clothed at all times. Pajamas, housecoats, etc. will not be considered appropriate attire for lounging. Shoes/slippers are to be worn in the building at all times.
 - a. Patients are expected to maintain an acceptable standard of personal hygiene.
 - b. Shorts will be permitted provided they are no shorter than 3" above the knee while sitting.
 - c. Sleeveless tops and muscle shirts are permitted. No spaghetti straps, tube/halter tops or slang or drug/beer logo shirts allowed.
 - d. Hats and sunglasses not to be worn inside.
5. Romantic and/or amorous relationships are not permitted.
6. Patients are not permitted to be in any bedroom other than their assigned bedroom for any reason whatsoever. Violation of this rule will necessitate discharge from treatment.
7. Sexual interaction will necessitate discharge from treatment.
8. **NO smoking in building.** Smoking is permitted outside on the patio at the side of the building, **Not** on the front step. Violation of this rule will necessitate discharge from treatment. Smoking/Patio curfew – Sunday to Thursday 10:45 pm and Friday & Saturday 12:45 am.
9. Lights out at 11:00 pm on weekdays and 1:00 am weekends and the day before STAT holidays. Earliest wake up call is 5:00 am. Quiet time in residence 11:00 pm – 6:30 am. If you need to be up in the night (other than for bathroom) advise the night staff. Bedroom windows may be left open unless outside temperature drops to –20 degrees. All patients are required to go for 2 walks per day (includes a group walk). Walking curfew is 10:45 pm every night. No coffee before 5:00 am (smoke, snack, drink is permitted).
10. When leaving the property for walks, a three-person buddy system will be in effect at **ALL TIMES**. All patients are required to leave and return by the front door and sign **THEMSELVES** out and back in. **Everything that is purchased** must be checked by staff upon returning.

11. No gambling or variations thereof will be permitted. Cards, board games, sports etc. on weekends and statutory holidays only.
13. Patients are required to be on time and participate in all scheduled activities to their completion. This includes the kitchen work details. All required drug videos need to be watched before 11:00 pm of the first Sunday in treatment. It is the patient's responsibility to inform the staff which videos they have watched.
14. Information shared in group **MUST REMAIN CONFIDENTIAL**. Addictions Attendants are required to pass on critical information to the clinical team members. Case managers are bound by law to report cases of child abuse to the Social Service authorities.
15. Patients are not allowed visiting privileges or telephone calls (in or out) for the first seven (7) days of treatment and during patient's family week (8:30 am Monday through to 4:30 pm Friday). **Pine Lodge has a zero tolerance policy for this rule.** Thereafter, **10-minute** telephone calls are allowed as deemed appropriate and visiting hours are **Saturday, Sunday and statutory holidays** between the hours of **2:30 pm to 4:30 pm only**. No physical contact is allowed with visitors. Patients are asked to be considerate of each other. There are 2 pay phones only for patients' use. Designated visiting areas are waiting room, auditorium, recreation room and upstairs coffee room.
16. Patients will not be permitted to use office phones without permission.
17. Patients will be expected to eat the meals that are prepared for the group. All food must be eaten at the dining room tables. If there is a problem with some foods, the patient is to discuss this with Intake and the cook. Junk food such as chips, soda pop, gum, confectionery items are not permitted. Patients are allowed to **Sit On The Floor** in the T.V. room to eat "**Popcorn**" only.
18. AA/NA approved literature only. No non-program reading material.
19. Cash and valuables not turned in for safekeeping are the sole responsibility of the patient.
 - a) Patients should have no more than \$100.00 on their person. If there is more than \$100.00 it will be placed in lockup.
 - b) Patients will have access to their money between the hours of: **8:00 am to 4:30 pm – Monday to Friday** only.
 - c) Pine Lodge will provide a lock up service. However, Pine Lodge assumes no responsibility for any loss that may occur.
 - d) Patients who leave on the weekend or evenings will have their money sent via mail the next business day.
20. It is the patient's responsibility to obtain permission and a pass for activities outside of Pine Lodge.
21. Patients will be required to attend Alcoholics Anonymous at the Indian Head AA Group on their last Monday night in treatment, unless restricted from doing so by their counsellor.
23. Patients will not be permitted to loiter around or get involved in activities such as swimming, fitness club, coffee at a restaurant, etc. while at Pine Lodge. Some of these activities are

certainly very good, however your focus while here is to concentrate on your addiction and spend time-sharing with each other.

24. Pine Lodge has zero tolerance for physical or verbal abuse. Repeated disregard for rules will necessitate restrictions or discharges.

If you are unable or unwilling to adhere to these rules, please inform your counsellor, or the director so that referral can be implemented to have you participate in treatment elsewhere.

Staff will give direction, as situations arise, that are not covered specifically in these written rules.

Lauren MacDonald
Program Director