



# ADMISSION APPLICATION

## PART 1: Personal Information

First Name:		Middle:		Last:	
Address:				PHN:	
City:		Province:		Postal Code:	
Home Phone:			Cell Phone		
Email:					
Age:	DOB:	Marital Status:	S	M	Sep
					Sex: M F
Occupation:					
Employer:					
Previous Treatment: <i>If yes where?</i>					
Reason for Treatment: <i>Why Now?</i>					

## SECTION 2 - SUBSTANCE USE

Substances Currently Using	Amount / Frequency Method	Last Used



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<b>Substances Used in the past</b> (date last used, amount, frequency, and method):	
<b>Treatment History:</b>	
<b>History of Detox or Withdrawal Issues?</b> <b>Yes</b> <b>No</b> If Yes, what?	
<b>Periods of Abstinence:</b> <b>Yes</b> <b>No</b> if Yes, what?	
<b>Family Hx. of Substance Use:</b>	
<b>SECTION 3 - RISK ASSESSMENT</b>	
<b>Suicidal</b> (Ideation, Intent, Plan):	
<b>History of Self Harm/Suicide Attempts:</b>	
<b>Homicidal</b> (Ideation, Intent, Plan):	
<b>History of Aggression Towards Others:</b>	
<b>Legal History:</b>	
<b>Current Charges:</b>	<b>Probation/Parole:</b>



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<b>SECTION 4 – MEDICAL HISTORY</b>		
<b>General Medical History</b> (Operations, Hospitalizations, etc.):		
<b>Allergies:</b>		
<b>SECTION 5 – PSYCHIATRIC HISTORY</b>		
<b>Previous Diagnosis:</b>		
<b>Psychiatric Hospitalizations:</b> <b>Yes</b> <b>No</b> If Yes, how many?		
<b>Last Admission:</b>	<b>Facility:</b>	
<b>Additional Information:</b>		
<b>SECTION 6 – Medication History</b>		
<b>Medication</b>	<b>Dose</b>	<b>Frequency</b>
<b>SECTION 7 - COMMUNITY SUPPORTS</b>		
<b>MH Centre:</b>	<b>Private Therapist/Counsellor:</b>	
<b>Psychiatrist:</b>	<b>Public / Private Trustee:</b>	
<b>Family Physician:</b>	<b>A &amp; D Clinician:</b>	
<b>Lawyer:</b>	<b>Other:</b>	
<b>SECTION 8 - OTHER CONCERNS</b> (Sexual, Physical, Emotional, Social, Environmental)		
<input type="checkbox"/> <b>Trauma    Anger / Acting out    Grief and / or Loss    Sexual Harm / Abuse    Family Trauma</b> (NEGLECT, CHILD APPREHENSION, CUSTODY PROBLEMS, VIOLENCE, MARRIAGE PROBLEMS/BREAKDOWN, ETC.)		

# Client Guidelines & House Rules

## Foothills Centre for Change

### Code of Ethics

#### Foothills Centre for Change believes in:

##### Professional Competence and Behavior

##### Excellence of Service

##### Accountability

##### Fairness

##### Integrity

- We provide an atmosphere where there is no discrimination
- We are responsible to the people we serve
- We develop and maintain accepted standards of practice
- We provide services where all are treated honestly and in good faith
- We create and maintain relationships and records in an ethical manner
- We provide an atmosphere which is safe and all concerns and complaints are dealt with in a timely manner where there are no reprisals for bringing issues forward

# Client Guidelines & House Rules

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## Rights & Responsibilities

It is our mission to provide quality, intensive treatment services to men and women who abuse alcohol and drugs. We provide information, education, support, and counseling for these people and their families. Services are provided in an atmosphere which promotes the dignity and individual rights of each person served.

### Client's rights

1. You have the right to be treated with dignity and respect throughout your stay.
2. You have the right to participate in establishing your treatment plan within the services of Foothills Centre to make choices about how you will support your recovery in your community after discharge.
3. You have the right to confidentiality within the limitations outlined to you.
4. You have the right to lodge a complaint about your treatment here. Please ask about the complaint procedure if you need.
5. You have the right to offer feedback into the Foothills Centre for Change programming and we thank you for your input during treatment and on the outcome survey at discharge.

### Client's responsibilities

1. You are to remain alcohol and drug free with the exception of approved medications during your stay.
2. You are to follow the resident guidelines and directions from staff.
3. You are to attend all programs and meals offered unless you have received prior permission from staff to be absent.
4. You are encouraged to actively participate in the development of your own recovery program.

# Client Guidelines & House Rules

## Client guidelines

Our rules and guidelines are designed to keep residents and staff safe and provide a respectful environment for individuals to focus on their recovery from addiction. The rules help residents to move out of the chaotic lifestyle, and provide an opportunity to learn new skills essential to drug and alcohol-free living. The rules are part of what creates a helpful, learning environment. Please see staff if you're having trouble understanding these rules or how they are supposed to be helpful.

**Alcohol or drug establishments:** While in this program you are restricted from going into bars, drug houses, liquor stores, other similar places, or associating with people in active addiction in person or on the phone

**AA and NA:** All residents are expected to attend mandatory meetings specified by staff

**Belongings:** All possessions will be searched upon admission to the program. Any items brought on site after intake must be checked through the main office.

**Borrowing/Lending:** Please ensure that you are able to provide for your own tobacco and personal items. We discourage clients from borrowing or lending with each other as it can result in resentments. Foothills Centre staff will not be involved in any mediation or disputes resulting from borrowing or lending between clients.

**Candles/Incense etc.:** Not to be used on site due to fire hazard.

**Cell phones:** Are limited items. No cell phone use will be allowed upon initially entering the program. If there are no concerns regarding phone use after 2 weeks, you may only use your phone in your room during free time, and then return it to the office. OF NOTE: No Wi-Fi will be provided.

**Computers/Tablets/Laptops:** Are also limited items. No personal use allowed upon initially entering the program. If there are no concerns regarding usage after 2 weeks, you may only use it in your room during free time, then return it to the office. OF NOTE: No Wi-Fi will be provided.

**Complaints:** It is our goal to provide a service which is safe and respectful. Please report any concerns you have to the staff at Foothills Centre.

**Counseling:** All residential clients will have access to individual counseling sessions during treatment.

# Client Guidelines & House Rules

**Discharge/Program termination:** we want your stay at Foothills to be a safe and successful one. The following are grounds for **immediate discharge** from the program:

1. Substance use or aggressive/threatening behavior
2. A pattern of not following the rules and expectations laid out for everyone
3. An ongoing negative attitude or unwillingness towards the Foothills treatment program,
4. Any inappropriate or sexual contact with another client or staff
5. Becoming involved in a new intimate sexual relationship with anyone while in treatment
6. Any illegal activity, whether the police are involved or not

**Drug Use / Alcohol Use:** Absolutely **NO** substance use will be permitted. If you are aware of anyone using alcohol or drugs, report it to staff. It is a safety risk for that person and everyone around them.

**Emergency:** In case of emergency, notify staff immediately.

**Food:** Please notify staff of any food allergies, likes or dislikes. You may request certain foods or dietary preferences and staff will try to accommodate to the best of their ability. **No Food** is allowed in resident's rooms or in the group room. No outside food items are to be ordered in without prior permission from staff.

**Free Time:** All clients will have scheduled free time while at the Treatment Centre during designated times, where you can work on materials that have been presented, or just use as relaxation or leisure time. Clients are not permitted to leave site alone or go anywhere without approval; clients must be in pairs (same sex) or groups of 3 or more (co-ed) when allowed off site. Any exceptions to this rule are not permitted without staff approval.

**Hair Dryers, razors, curling irons etc.:** Please unplug after use and keep in your room when not in use.

**House Duties/Chores:** Foothills Centre for Change is your home while you are here. As part of your recovery, keep your rooms, bathrooms, and common areas clean and participate in keeping the Centre a place we can all be proud of. Assigned chores are rotated and **must** be completed daily during time posted on schedule.

# Client Guidelines & House Rules

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**Laundry:** Laundry may be done during designated time, which is between 7am and 9pm, with the understanding that if the noise disturbs others, you may be asked to postpone your time until later. Also, please limit your washing to twice a week maximum.

**Meal Times:** Refer to Daily Schedule for meal times. Meals times are considered part of the program and you are expected to be on time and on site for all meals. If you are going out on a staff approved pass during meals times, please inform the cook you will not be around.

**Medications:** All medications must be turned over to staff to be locked up for everyone's safety. Make sure you come to the office to request your medication at designated times. The staff is not responsible to remind you when you need it. If you require something for a common complaint such as, headache/indigestion etc. please see staff. All medications must be taken in front of staff.

**Music:** Residents may have radios or mp3 players, but they must not be able to be seen or heard outside of your room. They are to be shut off when you are not in your room, or at lights out. No personal media devices are to be used during program time or meals.

**Off-Site:** Clients are not permitted to leave site alone or go anywhere without approval; clients must be in pairs (same sex) or groups of 3 or more (co-ed) when allowed off site. Clients are responsible for staying together while off site. If a client decides to leave the other client/group, it is the other client/groups responsibility to report this to the staff; failure to do so will result in loss of off-site privileges. This is a safety concern.

**Passes:** While at Foothills Centre it is mandatory that you participate in all groups, meals and house meetings. **Clients must have staff approval for any activity outside of a 12-Step meeting.**

**Perfumes/Cologne/Aftershave:** Many people in recovery experience sensitivities to these types of products. Please refrain from using these while at the Centre.

**Personal Boundaries:** For you to be successful in early recovery, it is essential that you build a healthy relationship with yourself, and keep the focus on you. **Other client's rooms are off limits to each other.**

**Pornography:** Pornography of any kind is strictly prohibited from Foothills Centre.

**Room Checks:** Random room checks may be made if there are concerns of cleanliness, drugs, alcohol, paraphernalia, or other restricted items on the premises.



# Client Guidelines & House Rules

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**Sharps:** Please keep razors stored in your room. When disposing of, or in the event that you find any type of sharp (e.g. syringes, razors, glass pipe etc.) please inform staff and we will take care of it.

**Smoking:** Smoking is only permitted in designated areas. Check with staff if you are unsure of where they are. Please use containers provided to dispose of butts and matches and keep area tidy.

**Swearing:** We ask that you show respect for yourself, and others while here at Foothills Centre. Please be aware of your language. We understand that this is a very emotional time, however foul language can be a strong “trigger” for many people and they may not feel “safe”.

**Television:** The TV is available during the evening after group activities. There will be no TV throughout the day. In order to help us *go green* we ask that the TV be shut off when leaving the room.

**Urine Testing:** Random urine testing can be requested at any time. If you do not comply within 2 hours of a request, you will be asked to leave the program.

**Visitors:** In order to maintain everyone’s confidentiality, please do not have visitors drop in to see you throughout the week, or without notifying staff in advance. All visitors must check in with staff upon their arrival.

As a resident at Foothills Centre for Change you have the right to be treated with respect. If you have a complaint, you can take it up with the on-site staff. If after that you are not able to get a mutually agreed-upon solution to your concern, you are able to take this forward to the counsellors of Foothills Centre.

I \_\_\_\_\_ understand that if I do not comply with Foothills Centre for Change guidelines, that I will be asked to leave the program.

I have read and understand the conditions for treatment at Foothills Centre and the list of resident guidelines. I agreed to participate in the program offered, and to do my part to keep Foothills Centre for Change a safe place for recovery work for all.

Client signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Client Guidelines & House Rules

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## House Rules

- You must be on time for all program activities
- You are responsible to get yourself up, get ready and have breakfast before program begins
- Keep your room tidy and make your bed every morning before coming down for breakfast
- Keep personal music in your room and volume at a considerate level
- Do not enter other clients' bedrooms
- NO visitors allowed upstairs or in bedrooms
- Please wash your bedding weekly
- No laundry before 7 am or after 9pm. Please limit to twice per week
- Feminine products cannot be flushed down our toilets, we have a septic tank.
- Everyone will be assigned chores and a dish night.
- Everyone is responsible for cleaning up after themselves.
- Clients are responsible for keeping their bathrooms clean
- Everyone must clean the shower & tub after use.
- Landline phone privileges: between 7:30 & 8:00am or after 3:30pm during free time
- TV only allowed before 8:00am or in the evening, after scheduled activities
- No food in group room
- No Energy drinks allowed
- Caffeine may be restricted at staff discretion
- No outdoor shoes in group room
- No smoking on scheduled program walks or outings
- Check with the cook or staff before eating any left overs
- Everyone please recycle in appropriate outside bins
- Please watch your language and the volume of your voice
- Extra gym privileges are after chores and assignments are complete

**These Rules apply to everyone, NO exceptions. If broken, consequences will be enforced**