

HOUSE RULES

(Updated 06-29-11)

- 1. ABSENCES FROM PROGRAM OR FACILITY** – Once you are admitted into the Intertribal Treatment Center, it is expected that you will remain on the premises of the program. If you leave the premises for any reason without staff supervision, it will be deemed that you have self terminated and released the program from any liability once you have the property.
- 2. ACTIVITIES / GROUPS** – Attendance is required at all program activities. Even if it seems the group does not apply to your situation. You will be required to sign-in at each activity. If you do not sign-in, you are unexcused. The group leader will be responsible for ensuring all clients sign the sign-in sheet. Clients will need to use restroom, smoke their last cigarette, monitor coffee intake before group starts. Clinical Staff's purpose is to discourage distraction from group interaction. Clients will not be required to attend outside spiritual / church or inipi services. If clients do attend spiritual / church or inipi services- guidelines will apply to these advents as well as clients who do not attend church or inipi must attend AA meeting or work on matrix etc.

There are other programs in the facility such as Soaring Over Meth and Suicide, and the Elders program. These are off limits to clients as interaction with other participants would violate privacy restriction. Staff will inform you on smoking location.

- 3. BEDROOM GUIDELINES** – Clients will not be allowed in the room of the opposite sex for any reason.

Client maybe allowed to read in his or her room for personal reading or assignment work, but not during group study time. During group study time will be with other peers.

Nap taking or sleeping will not be allowed during the day other than because of illness and only with the permission of the primary counselor or a doctor' note.

Bedroom doors are to remain open at all times except when privacy is required for changing clothes.

Bedroom doors are to remain slightly ajar overnight to allow overnight staff to conduct room checks.

Random room checks may occur based on clinical decision.

- 4. BEDTIME / WAKE TIME** – Bedtime is 10:30 p.m. Sunday through Thursday and 11:30 p.m. Friday and Saturday. Last cigarette is 30 minutes prior to bedtime for

weekdays and weekends. Wake up is Sunday through Thursday is 6:30 a.m. and 7:30 a.m. Friday and Saturday. Breakfast by 8:00 AM during the week and 8:30 AM on the weekend. Showers need to be done 8:00 am on weekdays, if showers are not done then, client may have to wait till 5:00 pm.

5. **BORROWING / LENDING MONEY** – Clients are discouraged from lending or borrow money from each other.
6. **CHORES** – Every client will participate in weekly chores. The chore list can be found on the Client Specialist door. The Peer Leaders are responsible for conducting a check of completed chores and that each chore is satisfactorily completed. The Client Specialist will check to make sure that chores are completed satisfactorily. Group leaders will also assist in grocery shopping and other assigned activities will be designated by staff.
7. **DRESS / ATTIRE** – All clients are expected to dress in an appropriate manner. No tank tops are allowed. Undergarments and shirts must be worn at all times. Skirts, shorts, and skorts must be no shorter than four inches above the knee. No hats or bandanas of any kind may be worn inside of the building at any time.
8. **FOOD STAMPS** – You will be required to apply for food stamps through the Nebraska Department of Health and Human Services (HHS) as a means of defraying cost for food while you are a resident at the ITTC. No other fees for participating in treatment at ITTC is requested from you. ITTC is allowed by HHS to choose a PIN number for your account. If you are denied food stamps, a copy of the denial letter will be placed in your clinical file. If you mistakenly receive food stamp information from HHS while a resident of treatment, notify staff immediately.
9. **FUNERAL LEAVE** – Clients will be granted a funeral pass for up to four days for the death of any immediate family member. Your primary counselor will verify the death. If more than four days are needed, it may be advisable, after discussion with clinical staff that a discharge from treatment may occur, with the possibility to return for a later treatment cycle. No other leaves shall be granted.
10. **GAMBLING** – Gambling of any type is not permitted on the premises.
11. **HYGIENE** – You are expected to participate in daily hygienic care. All personal hygienic products will be stored in your bedrooms unless the product contains alcohol. Products containing alcohol will be stored in the Client Specialist office and may be accessed by request. Showers will be taken in the morning or evening only.

Daily showers need to be taken before 8:00 am, and after 5:00 pm. You may be advised to take showers at a designated times allowed.

12. INAPPROPRIATE CONTACT or INAPPROPRIATE COMMUNICATION OR BEHAVIOR

- a. Inappropriate contact is in effect any behavior another person interprets as inappropriate or causes them to be uncomfortable. This type of behavior includes, but is not limited to, any physical touching such as groping, and kissing, or unwanted staring or isolating.**
- b. Inappropriate contact, sexual advances or sexual contact toward another peer or staff member are considered “teepee creeping” and will be addressed in a therapeutic manner. This type of behavior or sex of any nature, on the premises or while at an outside group activity, with another resident or peer, or with visitors or family will result in unsuccessful discharge from the treatment program.**
- c. Inappropriate communication or behavior includes any actions toward another that may be interpreted as harassment, could include topics such as gender, race, tribe, and color of skin, and includes injurious behavior or comments to peers and staff.**

13. MEAL TIME – Although you may choose not to eat or to participate in the prayer time prior to the meal, all clients will be present during prayer and meal time. If a pattern of not eating occurs, you will be screened for an eating disorder.

Only clients assigned to weekly cooking duties are allowed in the kitchen area with the food coordinator. All individuals in the kitchen performing cooking duties will wear plastic gloves and a hair net. While meals are being prepared, no other customers are allowed in the kitchen area per a regulation from the Health Department. Also as regulated by the Health Department, a member of NUIH staff must be present to supervise while meals are being prepared.

Only food, which is provided by the facility, will be allowed. No energy drinks, sodas, food or snacks other than that which is provided by the facility are to be purchased, or brought into the facility by the customers or their family. No Food is allowed in the sleeping areas or group lounge due to previous bug problem.

Other than clients assigned to weekly cooking duties, no clients are allowed in the kitchen to snack or cook, including evenings, during the night, or prior to breakfast times. Kitchen door will be locked after supper each night and will be re-opened at 6:30 PM .

14. MEDICATIONS – Client medications will be stored and locked in Client Specialist’s office. Each client is expected to follow their medication regimen as prescribed by their physician. If you refuse to take your medication as prescribed, every effort will be made to contact your physician to discuss your issues. If this

avenue is not successful, an attempt will be made to secure an appointment with another physician to discuss your concerns, at staff convenience. No staff has the authority to authorize you to take your medication other than prescribed; doing so would cause them to be practicing outside their scope of their license or position.

At the time you receive your medication for consumption from the Client Specialist's office, you will be required to ingest it in the presence of staff, and you must initial the medication log. Staff are also required to notate your consumption of the medication by their initials in the medication log. Please make sure clients are swallowing their medication.

Clients are **FORBIDDEN** to give another client medication. If client break this rule this is a ground for termination.

OVER-THE-COUNTER MEDICATIONS – the agency RN will approve your use of any over-the-counter medications such as, but not limited to, aspirin, tylenol, cold products, or allergy medication. The Client Specialist's should contacted RN if any questions related to medication occur.

15. **MENUS** – You will be required to follow the program's weekly pre-planned menu developed by our cook and approved by a nutritionist. *No waiver from the pre-planned menu may occur* since the food items are purchased in advance and are based on sound nutritional guidelines. Since diabetes is a major health concern of Native American's, these menus are largely designed with diabetic or high blood pressure prevention in mind. It is our responsibility to provide you with nutritional meals.
 - a. No food other than snack items from the kitchen may be eaten since this food is specifically purchased to complete the pre-planned menus.
17. **MONEY** – If you arrive with currency, you will be allowed to keep a maximum of \$10 with you for incidentals such as cigarettes or pop/candy machine. Any amount over \$10 will be kept in the facility safe area.
18. Clients will need to turn in mail to staff no later than 9:00 am, to avoid interruption during group sessions. Client will received mail no later than 1:00 pm. Clinical staff will passed out mail to client. Envelops will be search by staff on duty.
19. **MOOD ALTERING CHEMICALS** – Use or possession of any mood altering chemicals not prescribed by a physician will not be tolerated and will be addressed in a therapeutic manner that may include placement in a detoxification unit or the unsuccessful discharge from the treatment facility. After unsuccessful discharge, proper individual (s) will be notified.
20. **MUSIC** – You will have an opportunity to listen to music to enhance your meditational experience. No other music from the radio, CD's, or DVD's will be used during your treatment experience. Music related to treatment maybe allowed.

If there are any questions related to the type of music being listened to. Ask the Director for guidelines for the music that is treatment appropriate.

21. **MUTUAL RESPECT** – Mutual respect is a foundational component of mature, healthy living. Each customer is expected to act in a mature manner by refraining from the use of any type of verbal abuse such as, but not limited to, cursing, loud tones, over-talking, interruption, or sarcasm. Repeated problems with mutual respect will be addressed with the Program Director along with the individuals who are having problems.
22. **OUTSIDE COMMUNICATION** – Each client will be allowed to write to loved ones, family, and friends. Our program will supply the paper, envelopes, and postage.
23. **PHONE CALLS** – Personal phone calls are not allowed. However, phone contact with your clergy, attorney, probation officer or social worker will be made during regular business hours, Monday through Friday 8:00 a.m. to 5:00 p.m. Every reasonable effort will be made by our staff to provide you with privacy during these conversations. It is important to note that any incoming phone calls from these individuals will be deferred to your primary counselor for verification of a valid release of information signed by you for the specific person who is requesting to speak to you. If no release of information exists, you will not be allowed to speak to the person. Additionally, you may or may not be removed from treatment activities to receive these phone calls. No incoming phone calls will be accepted from family, friends, or significant others. Client's need to stay engaged in treatment, and not lose the reason why there are here. All phone calls (clergy, attorney etc.) must be preapproved by Program Director.
24. **PHYSICAL OR VERBAL VIOLENCE** – No type of verbal or physical violence will be tolerated. This includes, but is not limited to, punching, spitting on or toward another, fragrantly cursing at or about someone, kicking, or taking an intimidating posture toward another. Difficulties with another peer or staff should be addressed directly with the person with whom there is a difficulty with. If you elect to choose violence, the Omaha Police Department will be notified and you will be removed from the premise and your referring agency or program will be notified of your unsuccessful discharge.
25. **PORNOGRAPHY** – No pornography will be allowed, which includes pornographic magazines, calendars, books, clothing, movies or videos that contain pornographic or highly sexual material that depicts women or men in an inappropriate manner.
25. **RANDOM URINALYSIS** –drug screening will be conducted throughout treatment on a random basis.

26. ROOM MAINTENANCE – Beds are to be made daily and rooms are to be maintained in a cleanly manner such as dirty linen and personal clothing stored in baskets made available to you.

27. SAFETY –

a. VAN TRANSPORTATION - While being transported in the agency vehicle, you must wear seat belts. Additionally, only as many passengers as there are seat belts will be allowed on one trip. Males will sit with males, and females with sit with females. Transportation vehicle must be clean out after every trip.

b. CANDLES – No candles will be allowed in client rooms.

c. WEAPONS – No weapons of any kind will be allowed such as knives, knuckles, guns, or any object that could be construed as a weapon. This includes cigarette lighters that appear to be a weapon.

28. SELF-HELP SUPPORT GROUPS – Customers will be required to attend a minimum of three (3) weekly self-help support groups, of which one may be a cultural group. All clients will be expected to remain together in a group. If clients do not remain together, staff should bring group back to center. Clients are not allowed to make any phone call while on group activity.

29. SIGN-IN SHEETS – You will responsible for signing the group activity sign-in sheet at the beginning of each and every group or activity throughout the day. If you do not sign-in at the beginning of each group or activity, you will be considered not present for the activity, whether you were present or not. You will also be considered unexcused from that activity. You will be allowed a maximum of only three (3) unexcused absences for the entire 45-day stay at the ITTC. Problems with attendance will be addressed in a therapeutic manner that may include unsuccessful discharge from the program.

30. SMOKING – smoking cigarettes is allowed in designated areas on ITTC property.

31. SPIRITUAL GROUPS / SERVICES – Each client may attend one (1) weekly spiritual activity of their choice. Staff will make every reasonable effort to accommodate your request.

32. TELEVISION / Television use may occur after 5:00 p.m. Staff should monitor the events on TV. (watch for extreme violence, shows that display inappropriate sexual content that demoralizes human life). Have clients watch news events that impact their surroundings.

During the first two weekends no movies are allowed. No radio's are allowed at anytime and will be confiscated if found. Cultural video are appropriate, videos watched need to receive approval from Program Director.

33. It is your responsibility to follow these program rules. If you experience inconsistencies with regard to differences in the way staff enforce these program rules, you have the right to request a meeting with the Program Director.

I, _____ have read, understand, agree to, and have received a copy of these program rules. I understand failure to adhere to any of these rules may require a therapeutic intervention by the counseling staff or possibly the unsuccessful discharge from the program.

Client Signature

Date

Staff Signature

Date