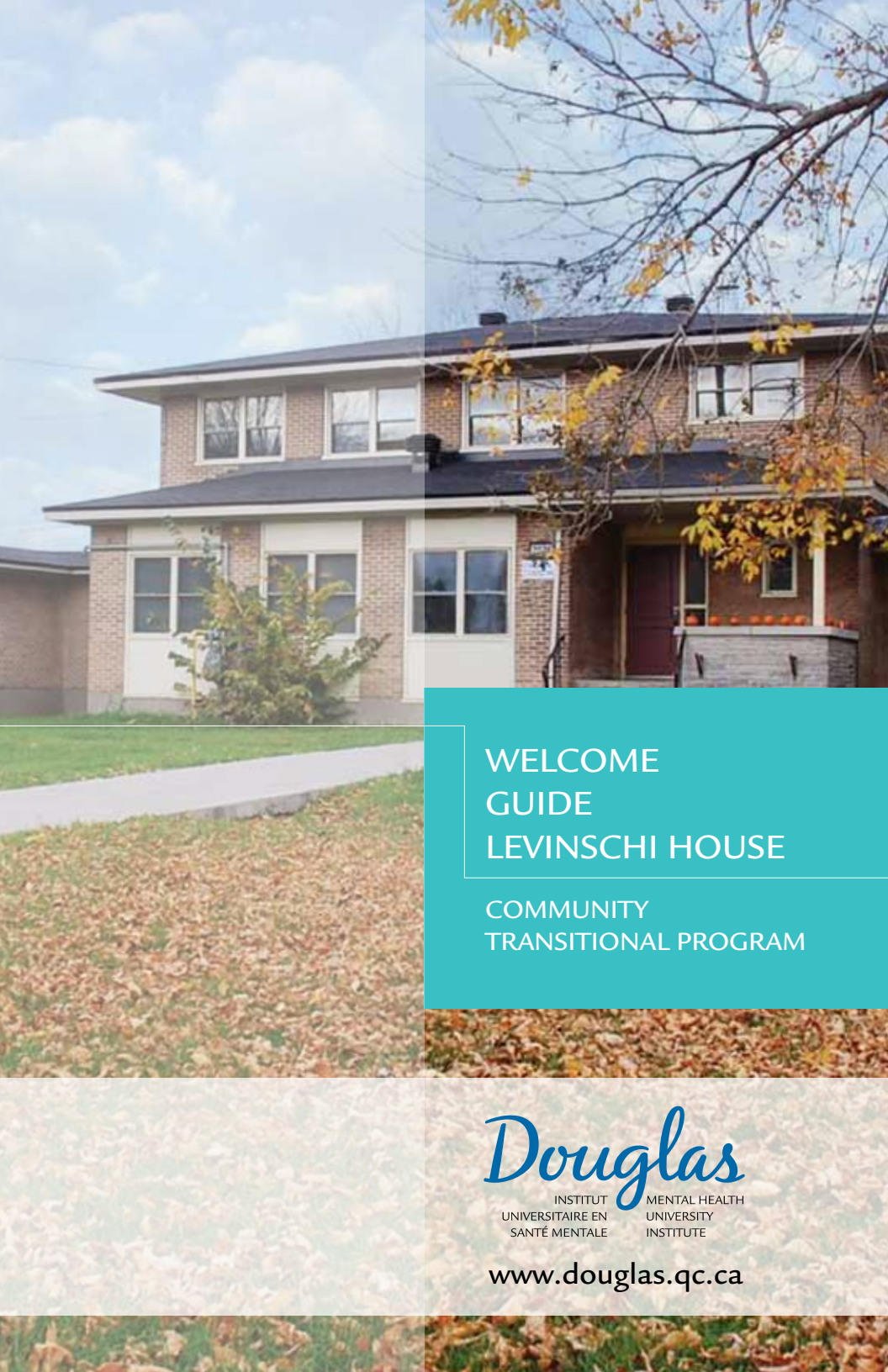




WELCOME GUIDE LEVINSCHI HOUSE

COMMUNITY
TRANSITIONAL PROGRAM

Douglas
INSTITUT MENTAL HEALTH
UNIVERSITAIRE EN UNIVERSITY
SANTÉ MENTALE INSTITUTE

www.douglas.qc.ca

WELCOME

Community Transitional Program

The Levinschi House treatment team welcomes you. Levinschi House is an innovative, community-oriented treatment and rehabilitation program that will guide you on your road to recovery. Our environment is both positive and stimulating with daily activities aimed at enhancing your life skills, helping you overcome your illness and preparing you for a successful life in the community.

Upon arrival you will be welcomed, guided through, and provided with detailed information on your stay and on the program. You will be enrolled in the program at once and your participation and progress will be evaluated on a weekly basis.

This manual is yours to keep. We hope the information it contains will be useful to you.

We are committed to providing a safe, non-threatening environment that is conducive to change, where you will learn/re-learn the skills necessary to reintegrate into your community.



THE TREATMENT TEAM

Team members

The Levinschi Program is comprised of a multidisciplinary team of experts in the field of mental health, rehabilitation and recovery. The team includes the following professionals:

- Psychiatrist
- Psychologist
- Medical doctor
- Social worker
- Rehabilitation counselors (behavior modification agents)
- Rehabilitation assistant
- Nurses
- Nursing assistant
- Beneficiary attendants
- Other specialist upon request

Team members will often meet with you during the week to help you work towards your goals. After you and the treatment team develop your initial individualized treatment plan, you will meet with the team at least once a month, or more, to review your plan and make necessary adjustments to meet your personal objectives.

You will work closely with one of our rehabilitation counselors who will ensure, with the support of the team, that your individualized intervention plan (IIP) is up to date and that your goals and needs are given top priority.

Families

The main goals of care, treatment and rehabilitation are the social reintegration of patients and the maintenance of family and community ties. To achieve these goals, the clinical staff of the Institute must develop, maintain and foster good relations with the patient's family members and loved ones.

You will be asked to authorize the staff to communicate with your family and loved ones. Your signature in the designated section of the consent form authorizes the treatment team to encourage your family and/or loved ones to be involved in your treatment.



If you should refuse to consent that the Institute contact your family and/or other loved ones, the clinical care providers may arrange general information sessions for family members and/or loved ones in order to provide them with information on mental illness. The goal of these sessions is to foster and maintain contact between the treatment team and your family, and to encourage them to communicate with one another. This is all done in a respectful and confidential manner.

In case of an emergency, we may be required to contact your family or someone close to you. Under other conditions, we will respect your decision with regard to our communications with family members or friends.

PROGRAM COMPONENTS

Weekly psychosocial therapy and skill development is offered in groups and individually.

This includes:

- Symptom management
- Cognitive behavior therapy
- Interpersonal problem solving
- Budgeting and money management
- Community reintegration skills
- Substance abuse groups
- Motivational interviewing for substance abuse
- Work placement and support (IPS)
- Drama therapy and artistic expression
- Meta cognitive training (understanding how you think)
- Nutrition education / cooking classes
- Recreation and leisure activities
- Current events

Recreational and Leisure Activities

There are seasonal outings according to group preferences.

Weekly Community House Meeting

At the end of each week you are provided feedback on your progress and participation in the program. Our award system is designed to encourage progress and recognize your efforts, improvements and evolution, in an objective manner.



Program Services Offered

- Individualized treatment plans
- Group sessions
- One on one therapy and support
- Family support/family therapy and education
- Psychiatric evaluations
- Ongoing medication supervision

Length of Stay

The average length of stay is three to four months; however, it can vary for each person and is determined by your needs and abilities.

Identification Policy

Upon arrival at Levinschi House your picture will be taken and placed in your file. This is to ensure proper identification to prevent errors or mishaps during treatment.



GENERAL HOUSE RULES

Hygiene and Room Care

Taking care of your personal hygiene and room is very important. To ensure that these tasks are fulfilled, staff use a “Self Care / House Chore” form. You will be asked to sign and initial the form in the appropriate place, after which it will be countersigned by a staff member. The state of your room and your general appearance are marked every day in the morning round.

You are expected to leave your room and be ready to begin the day at 8:30 a.m., Monday to Friday.

Points for “Self Care” are included in the weekly calculation for privileges granted in the upcoming weekend and week.

Medication

Medication is generally dispensed at the following times:

7:00 – 8:00 a.m.

12:00 – 12:30 p.m.

5:00 – 5:30 p.m.

8:30 – 9:00 p.m.

Our goal is to lead you to self-medication.

Behavior Management Program

As needed, a behavior management program will be used to help you adopt appropriate behaviors and practice skills that will enable you to reintegrate into your community.

Meals

Breakfast 7:00 – 8:30 a.m.

Lunch 12:00 – 12:30 p.m.

Dinner 5:00 – 5:30 p.m.

Snacks 3:00 – 3:30 p.m.

8:30 – 9:00 p.m.

It is important that you be on time.

Food and Drinks

No drinks or food are accepted outside the dining room.

Food or drinks stored in the kitchen should be consumed the very same day. Food or drinks stored will be served at meal or snack times. Two-liter bottles or bags of chips will not be stored.

The House reserves the right to refuse to store food and drinks brought by visitors if there is a shortage of space.

Curfew

Please keep in mind that curfew time is:

Sunday to Thursday 11:00 p.m.

Friday to Saturday midnight

Please inform staff when you leave and when you plan to return.

Failure to return on time requires an unauthorized leave procedure that may involve the police.

Bedtime

Bedtime is 11:00 p.m. on weekdays, and midnight on weekends (Friday and Saturday).

Smoking

In the House, smoking is ONLY permitted in the designated area (smoking room).

If your cigarette supply is managed by staff, the cigarettes will be given to you according to your needs. When smoking outside, you must be at least 9 meters away from the Institute buildings: it is the law.

The smoking room is for Levinschi residents only. Visitors and staff members are not allowed in the smoking room. Food and beverages are not permitted in the smoking room which is for smoking only. It is important that you keep the smoking

room clean and use the ashtrays at your disposal.

Money

An account will be opened for you at the Douglas Institute patients' bank, located in Perry Pavilion, Room E-1152.

You will work in collaboration with your primary counselor to establish a budget that meets your needs and that encourages you to meet the goals outlined in your rehabilitation plan. The goal is not to control your money, but rather teach you how to manage it properly.

The purchase of special items (other than the ones you use regularly) must be planned with your primary counselor.

TV Viewing and Gaming

TV and games are permitted daily until bedtime from 9:00 a.m. to 11:00 p.m. TVs are not permitted in the bedrooms.

Personal Electronic Devices

These devices are permitted but their usage must not interfere with your participation in the program. We are NOT responsible for the loss, damage or theft of any of these items.

STAYING CONNECTED

Visiting hours

Monday – Friday	6:00 p.m. – 9:00 p.m.
Saturday – Sunday	9:00 a.m. – 9:00 p.m.

You must plan your visits with your family and friends based on your scheduled activities.

Please advise your visitors that they must check in at the nursing station upon arrival. Visitors must remain in the public areas of the House.

Please be advised that staff reserve the right to ask visitors to leave the House if circumstances warrant it.

Exceptions to these hours can be agreed upon with your treatment team.

Telephone

7 days a week	8:00 a.m. – 9:00 p.m.
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You will find a telephone for your personal use near the nursing station. You can make and receive local calls free of charge; long distance calls can be arranged with your primary counselor.

The telephone number is 514-761-6131, extension 2900.

The persons who wish to contact you must use this number and NOT the nursing station number.

Please be brief when you are on the telephone, as this is the only telephone available to the residents.

If you answer a call that is not for you, please inform the resident to whom the call is directed.



R-E-S-P-E-C-T

Living in an environment with 18 residents and various staff members can be challenging. Application of the rule “*do unto others as you would have them do unto you*” helps make the environment more pleasant for everyone.

We ask you to respect the physical environment and to keep it clean and orderly.

The Douglas Institute *Code of Ethics* is posted opposite the nursing station. It explains the client’s rights and responsibilities, and the conduct to be followed by the staff. Another document entitled *Restrictive Measures and Exceptional Measures* is posted alongside the *Code of Ethics*. Please take the time to familiarize yourself with the two documents.

If you require any further information about your rights and responsibilities, please contact the Complaints Commissioner or the Beneficiaries’ Committee of the Douglas Institute at 514 761-6131.

Levinschi Code of Civility

We do not accept a lack of:

- Respect
- Collaboration
- Politeness
- Courtesy
- Good manners

Abusive language, gestures and actions seen as degrading or done with an intention to harm will not be tolerated.

Once again, on behalf of the entire team, welcome to Levinschi House. It is our pleasure to work side by side with you through your rehabilitation plan and successful re-integration into the community.



Notes:

Notes:

CONCEPTUALIZATION, WRITING AND TRANSLATION

Levinschi House treatment team
Lynn Hewitt
Jessy Ranger
Louise Sasseville

PHOTOGRAPHY

Bivouac Studio

GRAPHIC DESIGN

Bivouac Studio