

Union Gospel Mission (320 Princess Street, Winnipeg, MB)
Men's Addiction Recovery Program Intake Form

Participant Name: _____ Intake Date: _____

Room Number: _____ Recovery Chaplain: _____

INTAKE CHECKLIST

The intake is not official until all the following are complete.

At Check-In:

- ☐ Completed application on file
- ☐ Ask for copies of 2 forms of ID.
- ☐ Room key given out

UGM Men's Addiction Recovery Program Policy Guidelines to Review, obtain Participant Agreement, and File (within 24 hours of entry):

- ☐ *See attached*

Review, copies in binder:

- ☐ UGM Men's Recovery Program Policy Guidelines – Client Initial and file
- ☐ Memory Verses
- ☐ Community Meeting Regulations

**Union Gospel Mission
Men's Addiction Recovery Program**

THIS IS A LIABILITY WAIVER SO PLEASE READ ALL OF THIS BEFORE SIGNING

Upon entry into UGM's Men's Recovery program, I do hereby, for myself, my heirs, executors, and administrators waive, release, and forever discharge all rights and claims for damages which I may have, or which may accrue to me against the UGM or their respective officers, agents, representatives, successors and/or assigns for any and all real damages which may be sustained to me in connection with, association with, or entry into, or participation in any UGM program.

I understand that daily living and associated activities both required and option during my residence at the UGM involve a risk of injury and I will participate at my own risk. I understand that UGM does not provide medical assistance or care and should I participate in any UGM program and/or any associated activities that I am solely responsible for my own medical expenses.

Recovery Resident Name: _____ Recovery Resident Signature: _____

Date: _____

UGM Men's Recovery Program Drug/Alcohol Testing Policy

Compliance with drug and alcohol testing is mandatory for continued stay in the UGM Men's Recovery Program. Tests are conducted at the discretion of the Recovery Chaplain or Supervisor. Tests are not conducted at the request of a program participant and must be done on-site. Tests need to be done in a timely manner. The consequence for a positive test result will most likely result in an immediate exit.

Refusal to comply with a request for a test in a timely manner will be considered a positive result and grounds for immediate exit.

I understand and agree to comply with the UGM Men's Recovery Program drug/alcohol testing policy:

Recovery Resident Signature: _____ Date: _____

Waiver for Belongings/Theft

I agree to hold UGM (Winnipeg, MB) harmless under all circumstances in the event of theft or unexplainable disappearance of my property, either while a resident or after leaving the program. I understand that UGM will make no attempts to store my property after I leave so I am responsible to take ALL belongings with me when I leave UGM.

Recovery Resident Initials _____

Community Living Agreement

By coming into the UGM Men's Recovery Program you have chosen community living. This exposes you to a risk of being in contact with communicable diseases. It is your responsibility to protect yourself and others by practicing good hygiene and cleanliness standards i.e. frequent washing of hands, avoid contact with bodily fluid of others (blood, saliva, etc.) of others. *Recovery Resident Initials* _____

Waiver for Bedbug Policy

I understand and agree that due to bed bug concerns, UGM's policy is that all clothing and linens, upon admission to the UGM Men's Recovery Program, needs to be run through the dryer for at least 30 minutes. This should kill any bed bugs that might be present in the clothing. I understand that UGM is not responsible for ANY damage to clothing that has been run through the dryer.

Any additional clothing or linen items for the duration of your stay in the UGM Men's Recovery Program needs to be run through a hot dryer. If any item cannot withstand the heat of a dryer, the item needs to be put into an airtight storage and will be returned to you when you leave the program. UGM will periodically spray a non-toxic substance to combat bedbugs in the entire building or designated areas if needed.

I understand that I am responsible to comply with UGM's bed bug policy and UGM is not responsible for any damage to items that have been subjected to bedbug elimination procedures. *Recovery Resident Initials* _____

UGM Men's Recovery Program Telephone Policy

With the intent that your phone use while in the Men's Recovery Program is beneficial to your recovery we are implementing the following telephone policy.

1. Cell phones will be turned into the Case Manager upon entry into the Men's Recovery Program.
2. Business call messages should be handled with your Recovery Chaplain/Counselor/Case Manager.
3. Personal calls can be made through the phone in the lounge area or with your Recovery Chaplain/Counselor/Case Manager.
4. Recovery residents being able to use their cell phones again will be decided on by the Princess Street Manager after consultation with the chaplaincy department.

Recovery Resident Initials _____

Medication Authorization Regulations

I understand and agree that all medications on my person are to be given to UGM Staff upon my admission into the men's recovery program at the Winnipeg, MB, 320 Princess Street location.

All medication I have on my person must be Pharmacy labeled in a vial or a bubble pack with my name on the medication. The medication will be sent to Tache Pharmacy for repacking and returned to the UGM 320 Princess Street location. Any unlabelled or loose medication will be sent to Tache Pharmacy for disposal.

All future medications will be dispensed from Tache Pharmacy (400 Tache Ave).

Any medication prescribed to me by a physician will be dispensed according to Pharmacy Directions only. i.e. 7:30 a.m., 12 p.m., 4:30 p.m., 8:30 p.m.

UGM staff dispenses all medication from reception according to the required dosage as prescribed by the Physician and as indicated on the medication dispensed by Tache Pharmacy.

UGM staff is unable and will not alter the directives of a prescription.

I further understand that my behaviour should always be appropriate, respectful and compliant with all UGM staff regarding dispensing medication.

By signing this form, I am in agreement with the Medication Authorization Regulations with the UGM Men's Recovery Program. Recovery in the program is dependent upon my agreement with this policy.

Recovery Resident Signature

Photo Release

I grant UGM staff permission to take and use a photograph of me for promotion of UGM. I release any and all claims that such photographs violate any right to privacy I may have. *Recovery Resident Initials* _____

Energy Drinks

No energy drinks are allowed in the Men's Recovery Program 320 Princess Street location. I understand that non-compliance with this will result in possible grounding at the 320 Princess Avenue location for one week. I agree to comply with this policy. *Recovery Resident Initials* _____

Men's Recovery Program Chores

Chore Assignments in the Men's Recovery Program can give you the opportunity to develop character and life skills. i.e. responsibility, punctuality, following directives, positive attitude, team work, as well as specific skills in the areas of kitchen work, cleaning, etc. These skill may also help you in any future employment. Participating in ministry assignments not only contributes to the daily function of the UGM mission, but can also help develop a sense of self-worth and dignity.

Chore Guidelines:

Orientation: We aim to provide a ministry assignment orientation in the first week you are in the men's recovery program to introduce you to the various chores at the 320 Princess Street location.

Job Assignment: The Case Manager assigns jobs at the beginning of each month in rotation so that there is an opportunity to gain a variety of work experience while in our recovery program. Please read over the assignment sheet carefully for directions and only staff have authority to give guidance so please check directly with staff if you have any questions.

Responsibility of Recovery Resident: Each resident is responsible to complete their assigned chores as directed by UGM staff. If a resident is unable to carry out their assigned chore due to illness or an important meeting, that resident must obtain a chore sub form from reception. That resident must then find another resident who is willing to carry out their chore for them. Both residents must then sign the chore/sub form and then have a chaplain sign that form. The resident must then take the completed sub/chore form to reception for posting.

Consequences: The recovery resident's assigned Chaplain/Counsellor or Case Manager will work with you on any consequences if assigned chores are not completed properly. Please note, that if the chore/sub form process is not followed, the resident may face being grounded at the 320 Princess Street location for one week.

I _____ have read the above guideline and have had my questions answered regarding the rationale and overview of Ministry Assignments at Charis Centre. I agree to participate to the best of my ability in the ministry job program at Charis Centre and understand that it is an important component of healthy living and recovery.

_____ (Recovery Resident Signature, Date)

_____ (Case Manager, Initials)

MEN'S ADDICTION RECOVERY PROGRAM GUIDELINES

1. Weekend passes for recovery residents must be signed and approved by a chaplain and all UGM recovery program staff must be made aware of the weekend pass. There should be at least one week of notice for a weekend pass.
2. Residents are to be in their bedrooms during quiet time hours – other than emergencies. Quiet time is: **11:00 p.m. – 7:00 a.m.** during the entire week.
3. Everyone signs in and out of the building at reception.
5. Business calls should be made from your Recovery Chaplain/Counsellor/Case Manager's office.
6. All medications are stored in reception and picked up at med times (see weekly schedule for times).
7. Keep room doors locked at all times and return key upon departure from the program. UGM is not responsible for lost or stolen items.
8. Beverages in cups with lids only outside of the dining room; food may not be brought into the bedrooms.
9. The laundry room may be used only during assigned times. Follow posted instructions.
10. Recovery residents must dress modestly at all times. No pajamas in common areas. Personal hygiene needs to be ongoing.
11. Music being played in dorm must be Christian music and the volume must be kept at a respectable level that does not bother other residents.
12. UGM is a smoke free building. Smoking should only take place outside of the mission building and not near the front entrance of the building. No e-cigarettes are allowed.
13. Recovery resident rooms must be kept clean and in order.
14. Upon exit of the program mail will not be forwarded to you, it is your responsibility to give notice of change of address.
15. Recovery residents are allowed two visitors per meal twice a week. The visitors must be approved by the Princess Street manager or the senior chaplain and will be monitored.
16. When leaving the program all personal items need to be taken with you. Any items left behind will be stored for a **maximum of 30 days**, after this they will be discarded.

Please be patient and helpful with each other!

If the alarm sounds, everyone must exit the building immediately.

Evacuation information is posted in the hallways. Do not use the elevator.

PROGRAM REQUIREMENTS:

1. Attend mandatory meetings with your Recovery Chaplain at least once a week.
2. A urine analysis (U.A.) and alcohol tests are taken at intake. U.A.s and alcohol tests are taken randomly throughout your stay.
3. Attend all groups and classes as directed by UGM men's addiction recovery staff.
4. Do chores as assigned.
5. Regular Sunday attendance at an evangelical church.

IMMEDIATE EXITS: IF A PERSON IS SUSPECTED OF OR FOUND DOING ANY OF THE ITEMS LISTED BELOW, AN IMMEDIATE EXIT FROM UGM MAY RESULT.

1. Assault/abuse (starting or involvement in):
 - Physical
 - Verbal (includes threats, bullying)
 - Actions or speech that promote anger, disrespect or turmoil with others
 - Racial
 - Sexual
 - Harassment (other women, children, staff or volunteers)
2. Possession of a weapon
3. Theft and/or possession of stolen goods
4. Gambling
5. Drug or alcohol
 - Possession
 - Using
 - Buying or selling
6. Intentionally causing damage to UGM property

Sharing false information or failing to disclose information to staff may jeopardize my stay in the UGM Men's Recovery Program.

I have gone over and understand what is expected of me as a program participant in the UGM Men's Addiction Recovery program (Winnipeg, MB):

Date: _____

Resident Name: _____ Resident Signature _____

UGM Staff Signature: _____

Prescription Release Form

As part of the UGM Men's Recovery Program (Winnipeg, MB) it is essential that we minimize drug accessibility for each of our program participants. Therefore, we require each program participant to sign the following release of information form:

I _____ authorize Tache Pharmacy to release to the Union Gospel Mission 320 Princess Street location all of my prescription records accessed in the province of Manitoba upon admission and until I exit from the UGM Men's Recovery program. While in the care of Union Gospel Mission all prescriptions will be filled by Tache Pharmacy. I specifically authorize the release of the DPIN report on an on-going basis throughout my stay in the UGM Men's Recovery Program.

DOB: _____

PHIN: _____

Resident Signature: _____ Date: _____

UGM Staff _____ Date: _____