



*Family
Orientation*

Dear Family and Friends,

On behalf of the Board of Trustees and Staff of Interval Brotherhood Home, we welcome you.

Your participation in this Orientation and Family Education program is an affirmation of hope to you and your loved one in residential treatment at IBH. This program is designed to inform and educate the families of these addicted individuals, to provide them with a knowledgeable support system that is so important in long-term recovery. It is our belief that this program will be immensely beneficial to you.

Chronic alcoholism and drug addiction is a cunning, baffling, and powerful disease to which recovery, reconciliation and a new lease on life is possible. Treatment works and people do indeed recover.

It is our privilege to provide you with the information in this manual so that you will better understand the many aspects of rehabilitation, specifically Interval Brotherhood Home's treatment program. It is our belief that you and your loved one will find, one day at a time that this interval of time will prove to be mutually beneficial.

Welcome,
IBH Staff

IBH Family Education Contact Information

Phone Number: (330) 644-4095

E-mail Address: familyed@ibh.org

Website: www.ibh.org/education.php

IBH Family Education Topics

Week One

What is Addiction?

Week Two

The Disease of Addiction

Week Three

What is Treatment?

Week Four

When They Come Home

Week Five

Addiction- A Family Disease

Week Six

Father Martin / Communication

When & Where

Family Education

Thursdays

7:00-8:00 pm

IBH Therapy Building Auditorium

Family Orientation

Thursdays

6:00-7:00 pm

IBH Therapy Building Auditorium

Sunday Visitation & Family Education Guidelines

These guidelines have been developed over many years to assist clients and their families through the recovery process. While some guidelines may appear restrictive and limiting at first glance, each was developed to help protect the integrity of the recovery process. Treatment at IBH is individualized, meaning that from time to time, adjustments may be made for individual circumstances due to health, safety or legal requirements.

1. Family Education takes place from 7:00-8:00 pm on Thursdays in the IBH Therapy Building Auditorium. Visitation hours are on Sundays from 2:00-4:00 pm in the respective residential houses. The Men's (Building B), Women's (Building G), The Annex (Building F).
2. Attendance at Family Education or successful completion of the online lesson is required for every week that you wish to visit. There will be **no exceptions** made for any reason.
 - a. Children under the age of 10 are **not** required to attend the Family Education or complete the online lesson in order to visit.
 - b. Clergy are permitted to visit without attending the class, but they must contact IBH to receive approval from the House Manager.
3. Residents are permitted up to four visitors at a time.
4. All visitors must sign-in before Family Education begins. Visitors will not be admitted to the Residences without signing in.
 - a. If completing the online option, an email with a list of all visitors planning to come on the specified Sunday must accompany your results.
5. All packages (clothing, cigarettes, toiletries, etc.) must be taken to the Residential Supervisor for inspection before being turned over to the resident.
6. Medications (over the counter or prescription) may only be brought on property after approval by IBH Health Services Staff. When these medications are brought to IBH, they must be given directly to the House Supervisor on duty.
7. Phone calls are discouraged while residents are at IBH. Phone calls are permitted only in the case of an emergency. Messages for residents may be left with the supervisor on duty only in these emergency cases.
 - a. Residents have the opportunity to make outgoing calls on a limited basis.
8. No pets or animals are allowed on IBH property.

9. Residents are not to walk family members to their vehicles. If assistance is needed, please see the supervisor on duty.
10. Residents are not to leave property with visitors during visitation.
11. Visitors are not permitted in resident dormitories or bedrooms for any reason.
12. Visitors are only to park in the large lots in front of (Lot A) and behind (Lot B) the facility. Please see the attached map for further clarification.
13. Visitors and residents are also to stay within the designated visiting areas. Please see the attached map for clarification.
14. Visitors are to arrive at Family Education on time or before 7:00 pm so that class can begin on time.
15. Please turn off cell phones during Family Education class.
16. You may NOT visit with residents before or after the Thursday evening Family Education classes.

17. Smoking Policy

- a. Smoking is prohibited in all agency buildings and is only permitted in designated areas.
 - b. Designated Areas
 - i. Therapy Building- Patio areas in front and back of building
 - ii. Annex Residence- North patio
 - iii. Women's Residence- West side of the house
 - iv. Men's Residence- South side patio area
 - c. Since smoking represents an incipient fire and health hazard, all violations will be considered serious in nature.
18. Any visitor displaying inappropriate behavior will be escorted from the premises.
- a. Including, but not limited to:
 - i. violating IBH policies
 - ii. visiting "under the influence"

19. Passes

- a. Personal passes are earned and granted for therapeutic reasons at the discretion of the resident's Treatment Team. In order to be eligible for a Personal Pass, residents must meet the following criteria:
 - i. 45 days in treatment
 - ii. Received a behavior rating of 5 or better by all departments
 1. Resident is open & honest
 2. Resident is focused on his or herself
 3. Resident follows the rules
 4. Resident demonstrates responsibility
 5. Resident participates in treatment
 6. Resident exhibits relapse prevention behaviors
 7. Resident demonstrates other positive recovery behaviors
- b. Personal Passes occur on Sundays between the hours of 1:00-7:00pm (maximum of six hours). Passes increase in length over the first three passes.
- c. Passes are not necessarily granted on a weekly basis.
- d. Transportation for passes must be approved by the Treatment Team, House Manager, or designate.
- e. IBH will not provide transportation for personal passes.

20. What to Bring to IBH

- a. Casual Pants or Jeans (5-6 pairs)
- b. Sweat Pants, shorts, underwear, socks, t-shirts, sweatshirts
- c. Collared Shirts (men)
- d. Robes, pajamas, slippers
- e. Comfortable shoes, tennis or walking shoes
- f. Jackets, hat, gloves, scarf (appropriate for the season)
- g. Single Speaker Clock Radio

- h. Electric Razor, hair dryer
- i. Personal Hygiene items *NOT* containing alcohol (check the labels)

21. What *NOT* to Bring to IBH

- a. Personal Hygiene items containing alcohol
- b. Food or drink
- c. Large amounts of money (more than \$20)
- d. Alcohol or other illicit drugs
- e. Cell Phones, iPod's, Walkmans, PDA's, etc.
- f. If you have any questions regarding an item, please feel free to call IBH
for further clarification
- g. Clothing
 - i. Short skirts, shorts, tank tops, halter-tops, and muscle shirts are not permitted.
 - ii. Clothing with offensive messages, sex, drug, or drinking logos.
 - iii. Sunglasses are not permitted.

22. Information about residents cannot be disclosed due to federal privacy laws

without a release of information. (See attached HIPPA Summary)

23. Anyone involved in the commission of a crime on IBH property, including bringing illegal drugs on property, will be reported to the appropriate authorities and subject to prosecution.

Overview of Treatment

Every part of IBH's Treatment Day is designated to increase a resident's probability of obtaining and maintaining sobriety.

Four Main Goals of Treatment

1. Residents must figure out why they started to use Mind Altering Substances and find alternative coping skills.

- a. Using is about moving toward an emotion they want to feel and moving away from an emotion, they do not want to feel.

2. Clients must rid themselves of the guilt they have built up through their use.

3. Relapse Prevention

- a. Relapse is a process. Residents and families must develop an early warning radar to detect relapse and coping skills to deal with it.
- b. Residents must acquire at least three sets of skills to prevent relapse in the following situations:
 - i. Environmental Triggers
 - ii. Stress Related Triggers
 - iii. Unexpected Triggers
- c. Residents must demonstrate an ability to cope with these triggers and stressors before passes are granted.

4. Slowly build toward less restriction during treatment. As residents learn and display more recovery skills, more freedoms are granted.

- a. First 7 days → residents do not leave IBH campus
- b. 7 to 30 days → residents leave property and attend a variety of meetings with a staff member present.

- i. Begin building sober support systems by obtaining rides to meetings by AA members.
- c. 45 days → residents are eligible to leave campus on pass without staff members.
 - i. 4-6 hour passes are granted based on the resident's ability to display positive recovery behaviors.

Treatment

1. Counseling

- a. ***Individual Counseling***- one on one meeting with the resident's individual counselor. Takes place at least one time weekly or more if needed.
- b. ***Group Counseling***- small group of residents together mediated by a staff counselor. Share stories and discuss topics regarding recovery.
- c. ***Pastoral Counseling***- Available upon request. Allows the residents to find their higher power, through a discussion with our Pastoral Counselor.
- d. ***Men's/Women's Issues***- Large group discussions regarding issues facing men and women in recovery.

2. Education

- a. ***AOD Education***- this class is where the residents learn about the disease of addiction.
- b. ***Life Skills Education***- this class allows residents to learn or refresh on the basic life skills needed for a life in recovery.

- c. **Medical Education**- this class focuses on the medical affects of addiction. Including neurochemistry and bio-medical consequences of chemical dependency.
- d. **Parenting**- this class is available for residents, whose counselors deem it necessary. Overview of parenting skills for parents of children ages 1-2, 2-12, and Teenagers.
- e. **Treatment Films**- these film sessions allow the residents to view education films regarding numerous topics relating to addiction.
- f. **GED**- available for residents who have not completed a high school education or equivalent. Services provided by joint effort of IBH and Project Learn of Summit County.

3. Recreation

- a. **Theme Based Therapeutic Recreation**- recreational activities revolving around a theme to educate residents on healthy recovery activities.
- b. **Low Impact Exercise**- Less strenuous meditation, walking, or stretching allowing residents to gain familiarity with physical fitness.

4. Health Services

- a. **Nursing Staff**- Three full-time nurses on call 24/7. Tend to residents everyday medical needs.
- b. **Physician**- conducts introductory physical of residents. Tends to health issues that arise during a resident's stay at IBH.
- c. **Nutritionist**- Oversees dietary menu for residents. Will also work with residents requiring special nutritional attention.

- d. *Dentist*- Visiting dentist. Provides residents with complimentary teeth cleaning during their stay.

5. 12 Step Meetings

- a. Residents will attend twelve step meetings during their time at IBH to enhance their treatment and prepare them for the lifelong process of recovery.
 - i. Four meetings per week on IBH property
 - ii. Residents must also attend three off-property meetings each week as well.
- b. AA vs. NA
 - i. The main reason why IBH prefers that residents attend AA over NA meetings is simply an effort to reduce the number of triggers that a resident may face during their treatment.
 - ii. NA will likely present the resident with more triggers to use than an AA meeting will.

6. Residential Living

- a. *Big Book Study*- this discussion session allows the residents to read and discuss the Big Book of AA with experienced, recovering staff members.
- b. *Chapel*- an important aspect of a resident's spiritual recovery. Residents attend chapel daily at 11:30 a.m., 4:30 p.m.

- c. ***House Government-*** residents form a council that works closely with the house staff to address the issues facing the residents during the time that they are here.
- d. ***House Chores-*** daily tasks completed by the residents. These tasks are meant to build character and pride, as well as breed responsibility.

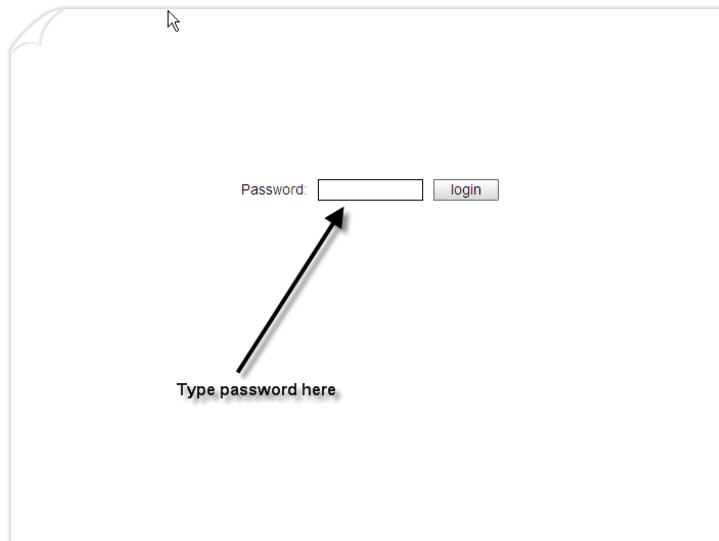
The Importance of the Family

Addiction is a family disease. In order for an addict to make a successful recovery, family involvement must be present. Family Education is an important part of this process, but families must do as much as possible to contribute to the treatment that our residents are receiving. There are three main things that family members can do to help these recovering individuals successfully complete treatment.

1. If you are mailed a Family Questionnaire, please be sure complete the survey and mail it back to IBH in a timely manner. These questionnaires are used by the Treatment Team to address possible family issues.
2. If the client consents, please have an open mind to a family counseling session. Family sessions can be beneficial for the entire family and allows the family to face troubles while the addict is in a safe and sober environment.
3. “Catch your loved ones doing well.” While issues from the past may still need to be addressed and trust must be earned back, be sure to note the positive changes that you have seen in a resident’s behavior since entering treatment.

IBH Family Education Online Orientation

1. Log on to www.ibh.org/education.php.
2. Scroll down the page until you locate this week's lesson.
3. Click on the link to the lesson and guide yourself through the online Flash Presentation.
 - a. If it does not automatically load, you may need to download a **FREE** Adobe Flash Player from <http://get.adobe.com/flashplayer/>. A link to this site can also be found on the website.
 - b. The password to access this material is: familyed
4. After completing the Presentation, return to www.ibh.org/education.php and complete the quiz for this week's lesson.
 - a. The password to access the quiz is: familyed



- b. You must enter a User ID (Last Name), Email Address, and User Name (Full Name). Then click “Start”

Family Education (Week 1)

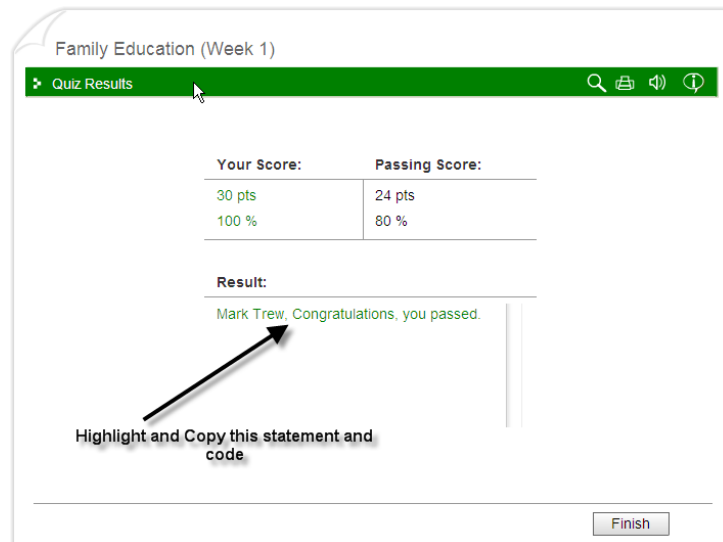
Quiz information

User ID: _____ E-mail: _____ User Name: _____ Remember me

Start...

- c. Select the best answer to each question and click “Next” to advance to the next question.
- d. You must receive a 70% or above on this quiz to allow visitation on the following Sunday.
- e. If you do not receive at least a 70% on the quiz then you must come to the Thursday night class in order to visit on Sunday.
5. Quizzes for the week will be made available online, no later than Monday morning and **must be submitted by Thursday at 12:00 (noon)** in order to avoid mandatory attendance to the Family Education class on Thursdays at 7:00 pm.
6. When you complete your quiz, you will be prompted to “submit” your quiz. To do this follow these directions:
- a. When you reach the final question of the quiz, a “Submit” button will appear in the bottom left hand corner. Click “Submit”
- b. This completes the quiz. If an automatic email is generated, simply add all of the names of the individuals from your household that will be visiting and the resident’s name. See the example on the next page.

- c. If an automatic email is not generated, you must:
- i. Using the mouse, highlight the sentence and code located under the result heading and **copy** this sentence and code.
 1. To copy hold the “Ctrl” and press the “C” button after you highlight the information you would like to submit.



- ii. Open up your personal email and paste this sentence and code into the email.
 1. To paste, hold the “Ctrl” button and press the “V” button when composing the email.
- iii. Then, see the example below on how to compose your email and send it to familyed@ibh.org
 1. I will send you a confirmation email to inform you that I have received your completed quiz.

