

**RENEWAL TREATMENT INC.**

**REENTRANT  
GUIDEBOOK  
  
FOR  
INPATIENT  
DRUG & ALCOHOL  
TREATMENT SERVICES**

**Renewal Treatment Inc.**

**704 Second Avenue**

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**Reentrant Guidebook**

**Updated 05/15/2024**

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# RENEWAL TREATMENT INC.

Pittsburgh, PA 15219  
412-697-0110

## WELCOME

Welcome to Renewal Treatment, Inc. The RTI objective is to assist clients in changing both substance abuse behaviors and criminal thinking patterns. We also address the special needs of those individuals involved at various levels of the criminal justice system. We are a structured treatment program that provides you with the tools to change addictive and criminal thinking and behavior. We utilize the Stages of Change Model; a Cognitive-Behavioral and Motivational Interviewing Perspective; a Rational Self Counseling curriculum and interactive journaling. You will work with trained and credentialed staff to develop recovery strategies and thinking skills that will enable you to evaluate consequences in order to maintain a productive life upon release. We believe that individuals are responsible for their behavior and that you are able to change your thinking. By changing your thinking, you will be able to change your feelings and behaviors; however, the choices and the responsibilities are yours.

## USING THE GUIDEBOOK

This guidebook outlines the Renewal substance abuse treatment program. It is available as a reference for you during your stay at Renewal. **PLEASE ASK YOUR COUSELOR OR A SUPERVISOR** if you have any questions about the information contained in this guidebook.

## LOCATIONS

Renewal is an inpatient substance abuse treatment program for adults located at 704 Second Avenue in Pittsburgh, PA. This inpatient facility also serves as a community corrections treatment option for offenders from Allegheny County Drug Court, Allegheny County Jail, the Pennsylvania Department of Corrections, the Pennsylvania Board of Probation and Parole and the Federal Bureau of Prisons and Pretrial Services of the US District Court.

Renewal is a private, non-profit corporation, governed by a volunteer Board of Directors. It is licensed by the Pennsylvania Department of Health, Bureau of Drug and Alcohol Programs for both inpatient and outpatient treatment services. We are an ACA accredited program.

## CODE OF ETHICS

The employees at Renewal are available to assist you in reaching your goals and objectives. They are not permitted to receive gifts, tickets, food or payment of any kind from you. The reentrant should not offer personal services or gifts to staff members.

## CONFIDENTIALITY

You are guaranteed the right to privacy according to all State and Federal laws and regulations. Personal information will not be released without your signature on the forms that govern all drug and alcohol treatment facilities.

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## RULES OF CONDUCT

During your treatment you will live as part of a community, both in and out of the Center. Your behavior is the result of choices that you alone make; therefore, you alone, are responsible for the consequences that result from your behavior. You are expected to stop and think before speaking and acting in ways that contribute to situations of conflict. The staff is here to assist and help you, but will not tolerate inappropriate, disruptive or abusive behavior. The Center is your home for the duration of your treatment stay and is to be treated with care.

The rules of conduct are very basic:

- You will remain substance free.
- You are expected to treat the staff and your fellow reentrants with respect.
- Reentrants are not permitted on the elevator without an authorized elevator pass, designated on the reentrants' Renewal ID.
- Reentrants are not permitted to supervise other reentrants under any circumstances.
- Reentrants are expected to be awake, have their details completed, have their personal space in order, and be prepared for the treatment day **no later than** 8AM.
- Reentrants are expected to be present at all meals (breakfast, lunch, and dinner).
- Reentrants are expected to be present at all medication lines, if prescribed medications.
- Reentrants are expected to take all prescribed medications according to the Doctor's order. Reentrants are also expected to take over the counter medications as prescribed by the manufacturer and only if approved by medical personnel.
- All medication is to be stored in the medication room and ingested at the medication window. **No medications are to be held on the reentrants' person, in their property, or in their personal areas.** Exceptions to this rule will only be made if it is deemed a medical necessity by medical personnel.
- You are not permitted to lie down or sleep in your bed during the day unless you have special permission from your Counselor (i.e. due to illness). If you are permitted to lie down, you will be provided a make-up assignment for the missed group treatment session(s).
- Lying down is permitted after the conclusion of afternoon group. On those afternoons when there is not an afternoon group, you are permitted to lie down after the last group of the day.
- You are not permitted to signal out the windows or any part of the building.
- Smoking is prohibited. If a reentrant is suspected of being in possession of or utilizing tobacco, lighters, matches, or other contraband related to smoking, they are subject to being searched on the spot, including strip searches. The smoking ban includes during outings and activities outside the Center.
- Reentrants are not permitted to make any major alterations to their appearance during their stay at Renewal Inc. (i.e. tattoos, hair color, hairstyle, etc.).
- All electrical devices must be approved by facility staff. Any electrical devices not approved by the staff will be considered contraband and subject to confiscation. Electrical devices can NOT have Wi-Fi accessibility.

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- Reentrants are not to approach staff in the hallways, common areas or any area that is not confidential to discuss case issues. This is considered interfering with staff in the performance of their duties.
- Reentrant are to go to their assigned counselor for individual needs. They are not to ask other staff for non-emergent needs.
- Reentrants are not permitted to engage in behavior that is manipulative in nature nor should they engage in staff splitting.
- Any time a staff member is engaged in addressing a reentrant, other reentrants are not to become a part of that interaction. If a reentrant intervenes while a staff member is addressing another reentrant or dispersing their duties, this will be considered a major program violation and subject to sanctions.
- Reentrants are not permitted to lend or borrow money or personal belongings from other reentrants or staff.
- Reentrants are not permitted to sell or trade personal items.
- Reentrants are only allowed in their own room/sleeping area. Reentrants are required to sleep in their assigned bed.
- Reentrants room lights are to be on during the day from 6:00 AM to 7:00 PM.
- Hallway and common area lights are to remain on at all times.
- Reentrants are not allowed in the file room or Treatment Aide Station for any reason.
- Reentrants are not permitted in staff offices without a staff person present.
- Reentrants are not permitted to engage in other activities during treatment sessions (i.e. read, color, puzzles, etc.).
- Headphones are not to be worn during active treatment sessions (individual or group) or off the unit with the exception of Recreation Time.
- MP3 Players, and handheld radios must be used with headphones.
- Reentrants are not to have their feet on the furniture or walls at any time.
- Reentrants are not permitted to dominate the hallway telephones and are expected to share the phone privileges equally.
- All toiletry containers must be from a manufacturer and must contain an ingredients list.
- Reentrants are not to loosen, remove, or tamper with light bulbs, lockers, offices, etc.

## CONDUCT TOWARDS STAFF AND OTHER REENTRANTS

Reentrants are expected to maintain proper conduct toward staff and other reentrants. Obscene, abusive, profane, or threatening language is prohibited. Sexual innuendoes or comments directed towards staff or other reentrants are considered a major violation of program rules and PREA. Renewal will not tolerate behavior that is considered aggressive, abusive, or threatening in nature. This includes name-calling.

Lying to staff will not be tolerated and will be cause for disciplinary action.

Reentrants are to address staff as “**Mr. or Ms.**” along with their **name**.

**Reentrants are expected to comply with all instructions given by any staff member.** If a reentrant encounters difficulties with an individual staff member or other reentrant, they

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should report this to their Counselor, Clinical Supervisor, Security Staff, Unit Manager, or Director of Clinical Services.

## CONTRABAND

**The following items are considered contraband and will not be returned.** If they are found on a reentrants' body, in their room, clothing, or anywhere in their control, they will be subject to disciplinary action that may result in revocation of reentrants' status in the program. Any items delivered to Renewal through mail or through a drop-off will be considered reentrant property. Each individual will be held responsible for any items dropped off or delivered to them. This includes all contraband and items purposely concealed. If a reentrant finds any of these items anywhere in the facility, they must immediately report them to the staff on duty.

Contraband items include:

- Any items that are illegal, illicit, or inconsistent with the Rules of Conduct. These items are considered contraband and not permitted in the Center.
- Chewing tobacco, snuff, dip, loose tobacco, rolling papers, cigarettes, lighters, vapes, matches, and any other tobacco/nicotine related items.
- Air fresheners, incense, candles, potpourri, scented oils, and all other room fresheners.
- Any illegal drug or related drug paraphernalia including controlled substances under the Pennsylvania Drug, Devise, and Cosmetic Act.
- Aerosol products.
- Any items deemed a threat to the security of the facility such as firearms, ammunition, or other weapons. Any item that has been altered to resemble a weapon or could be used as a weapon.
- Any food items found in lockers or on a reentrants' person outside the dining or common rooms areas. This includes hot food served in the cafeteria, fruit, candy, cereal, condiments, and any drinks served in the dining hall. The only exception to this is **unopened** snacks and beverages purchased from the vending machine.
- Alcoholic beverages or any substance that can possibly cause an intoxicating effect.
- **Any items in excess of the clothing or personal belongings allowance.**
- Any item that glamorizes an addictive or criminal lifestyle and displays alcohol, drug and/or gang related sayings, labels or exploitive pictures of men/women.
- Any item containing alcohol.
- Baby/Body Powder.
- IPods, MP3 players, or Tablet Devices with Wi-Fi, video games, or photo and recording capability.
- Book bags, backpacks, duffle bags, suitcases, etc. are not allowed on the units. These items will be held in reentrant property in the Mezzanine until the day of discharge.
- Blue-Tooth Speakers
- CD's
- Cameras
- Cardboard Boxes

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- Colognes, Perfumes, Body Sprays, or other scented sprays.
- Colored Pencils, markers, and other art supplies should be kept in the TA station on your unit, and signed out when needed.
- Condoms
- Correction fluid such as white out or liquid paper
- Chewing Gum
- Candy not purchased from the vending machines at the facility.
- Chlorine bleach products
- Reentrants are permitted to have \$50.00 spending money on their person per week. The remainder will be deposited into their reentrant account. Any excess money found on a reentrant will be confiscated and dropped in the AOD safe.
- Detergent unless brought directly from an institution or approved by medical staff. If detergent is approved by medical staff, that detergent must be held in the counselor's office.
- Disabling substances such as tear gas, mace, pepper sprays, or stun guns.
- Drinking cups, bowls, and other plastic containers.
- Dryer sheets
- Excess linens or linens brought in from outside the center
- Face coverings or disguises (unless specifically informed otherwise)
- Fireworks or Flammable devices of any kind.
- Glue of any kind.
- Nail Polish is permitted, but must be kept in the TA station or counselor's office.
- Hand tools.
- Handheld video games.
- K2, or any product similar to K2, Salvia products
- Keyless entry fobs.
- Lottery tickets or gambling of any kind including associated paraphernalia. Playing cards are permitted.
- Monitoring devices such as police scanners, CB radios, etc.
- Motor vehicle keys of any kind.
- Movies of any kind, VHS, DVDs, etc. unless prior permission is given from supervisory staff.
- Musical instruments are not permitted without explicit approval.
- No glass or breakable objects including mirrors, picture frames or utensils.
- Non-alcoholic beer or wine.
- Oils or any liquid that does not have an ingredient label.
- Padlocks of any kind.
- Pagers or Cellular Phones
- Plastic bags, Totes, or Bins
- Portable DVD Players.
- Pornography of any type, including novels, inappropriate photos, drawings or pictures.
- Prescription and over the counter drugs which have not been approved and recorded for the reentrants use. All medications are stored in the medication room and are to be ingested at the medication window.

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- Straight razors, rug cutters, box cutters, letter openers, scissors (including barbering scissors).
- Toys, stuffed animals, dolls, figurines.
- Personal care items or toiletries that do not have an ingredient list with the exception of bottles labeled and approved by staff.

## NOTE FOR FIRE-SAFETY PURPOSES, THE BURNING OF ANYTHING IN THE FACILITY IS PROHIBITED

As with all designated contraband, items will be confiscated and destroyed. **Contraband items will not be returned to you.** A reentrant found in possession of any of these items will be subject to disciplinary action.

Any reentrant setting off or pulling a false fire alarm will be subject to in house sanctions, reported to the local fire authorities, and subject to possible criminal charges.

## ALCOHOL / NARCOTIC BAN

All reentrants, regardless of prior drug and alcohol usage, are placed on an alcohol/drug ban as a condition of their placement at Renewal, Inc. The illicit use of any street or prescription drug will result in the immediate request for revocation of the reentrants' status in the Center. The use of alcoholic or intoxicating beverages is also strictly prohibited. A violation of this is considered a major program violation, which can result in the revocation of your stay at Renewal.

Because of this strict ban on alcohol, narcotics, and all street drugs, **reentrants must inform any physician or dentist who is treating them of the ban.** This is done so that the physician or dentist can prescribe medications that will comply with the center's programming. This is a relapse prevention skill that will help you if you choose to stay clean and sober.

Since some over-the-counter medications contain alcohol or a sedative, reentrants must also read labels on any such products that they buy or use. Over-the-counter medications for coughs and colds that contain alcohol or a sedative are forbidden.

As with over-the-counter medications, some mouthwashes and skin care products contain alcohol. Products of this type that are in liquid form and may be consumed are also forbidden. Hair sprays, body lotions, etc. which may contain trace amounts of alcohol are permitted. Reentrants should seek clarification from the staff about the appropriateness of any alcohol-containing product.

The reentrant is solely responsible for compliance with the alcohol and narcotic ban. Any positive-for-alcohol reading in urinalysis or breathalyzer testing will be considered a violation of the ban. Explanations that the positive reading comes from a source other than alcoholic beverages (i.e. mouthwash or cough syrup) will not be considered a justification.

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Reentrant taking prescription medications are to take them as prescribed by the prescribing doctor. Not taking medications as prescribed is a program violation and subject to sanctions. If a reentrant experiences problems with a prescribed medication, they should report this to staff right away. Staff will work with the reentrant to resolve any medication issue.

## **NON-ALCOHOLIC BREWS AND “NEAR-BEERS” ARE FORBIDDEN.**

### **DISCIPLINARY RULES AND PROCEDURES**

All Reentrants are expected to observe appropriate standards of behavior as outlined by the rules, regulations, and policies of Renewal, Inc.

**Behavior that deviates from our identified standards will be evaluated within the context of the total plan for the reentrant, the effect of the inappropriate behavior on others, and its impact on the orderly operation of the facility. Staff will attempt to resolve minor violations through counseling and cognitive thinking report assignments as well as additional treatment work. The nature and frequency of violations may result in a major program violations, a behavior contract, or additional sanctions by the legal authority that referred them, including but not limited to extensions or revocation.**

### **ORIENTATION and REENTRANT GUIDEBOOK**

When you arrive at the Center, you will be restricted to the facility for the duration of your stay unless escorted by a staff person. During the first week at Renewal, you will go through an orientation with the Intake Staff who will explain the program and your responsibilities, including the reentrant agreement, and consent to treatment and releases of information. These forms become part of your Renewal file. You will receive this Reentrant Guidebook during intake. Please read it as you are required to learn and abide by these guidelines. During the first week, you will begin to identify what you need to get from treatment. **Reentrants are not permitted to leave the facility for the duration of their inpatient stay, for the exception of approved court hearings, life sustaining medical appointments, or other approved outings by the overseeing jurisdictions.**

### **RATIONAL THINKING WORKBOOKS AND JOURNAL**

You will be provided with workbooks, a journal (notebook), and a program schedule. It is your responsibility to be fully aware of your requirements in relation to these documents. You will be using these materials daily and are responsible for their whereabouts at all times. We ask that you put your name on each workbook and on your journal. If you lose your workbooks and journal, you will have to **redo** your work. The Counselors will assign a certain number of workbook pages for you to complete daily during group treatment. You are encouraged to journal daily. Your Counselor will review your workbooks and journal regularly. Your Counselor will assess your understanding of the material.

### **TREATMENT**

Renewal’s objective is to assist individuals in changing both substance abuse behavior and criminal thinking patterns. Our position is that addiction is a primary disorder rather

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than a symptom of any other problem. We think that with effective treatment, the addiction can be altered and recovery can occur.

We believe that:

1. Individuals are responsible for their behavior.
2. Individuals are able to change their thinking.
3. By changing thinking, one can change feelings and behavior.

Recovery from addiction implies the development of a lifestyle that is conducive to societal standards. Recovery means accepting your addiction as a primary disorder and following treatment recommendations. Recovery from addiction incorporates changes in thinking and in behavior. You will be expected to accept feedback about your thinking and behavior with an open-mind.

In treatment, you will learn to apply basic skills and techniques to change your substance abuse and criminal thinking. The key to a successful recovery is **your commitment to change**. The Renewal staff is skilled at guiding you through the change process, but unless you take responsibility for your recovery, you will not be successful. **A common mistake that reentrants make is underestimating what it takes to make a significant lifestyle change.** You will need to examine your thinking, your character, and your commitment. This will take sustained effort on your part.

A reentrant required to complete drug and alcohol services is expected to participate in an open, honest, and willing manner. All reentrants must meet the following expectations:

- Complete all workbooks, journaling, and additional treatment work in a timely manner.
- Attend all individual and group sessions and other treatment related activities.
- Be on time for all scheduled sessions.
- Participate in all scheduled activities.

**If you miss portions of programming for any reason, you will be required to make it up, which can include additional treatment work or an extension in your stay in the program.**

## **Cognitive Therapy**

Cognitive counseling is used throughout treatment along with other techniques. This approach helps you detect, identify and correct errors in your perceptions, attitudes and thoughts. Inaccurate perceptions and thinking errors lead to poor decisions, which in turn can often lead to self-defeating behaviors. As you become more aware of your thoughts, you can begin to challenge them and rid yourself of such errors. As a result, you will be more likely to make prosocial decisions, behave in beneficial ways, and increase your overall satisfaction in life. Cognitive techniques are used in individual sessions, group counseling, and journal assignments.

## **Group Therapy**

Group therapy is one of the most important aspects of your treatment at Renewal. It can be extremely beneficial to your success in the program.

Group members are expected and required to:

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- Respect the confidentiality of others. What is said in group is to remain in group.
- Examine their motives and thinking.
- Challenge themselves to begin behaving differently.
- Participate in group by engaging in active listening, sharing thoughts and feelings, and by accepting and sharing constructive feedback with other members.

Some of the benefits of group therapy are as follows:

- It creates an atmosphere where you can share openly and honestly.
- It allows you to see yourself through the eyes of others who understand your addiction.
- It helps you to develop strategies for changing addictive behavior, faulty thinking, and affords you the opportunity to practice new skills and get feedback.
- It encourages positive peer relationships and the development of trust.

## **PROGRAM ADVANCEMENT**

Upon admission to Renewal, Inc. you will be expected to meet all expectations of the treatment program in order to be successfully discharged.

Listed in your reentrant guidebook are the rules and guidelines you are expected to follow. If you choose not to follow rules, then a staff person has the right and responsibility to issue varied levels of sanctions.

**Staff are responsible for warning the reentrant when there is potential for them to receive a written sanction.**

Major rule violations of the program that may warrant total restriction, loss of privileges, and/or termination are as follows:

- Falsifying required documentation.
- Failure to wear your ID card as described in the Reentrant Guidebook.
- Any alcohol or drug use, including the use of non-permitted prescription medications.
- Acts of aggression or violence towards staff or other reentrants.
- Vulgar, threatening, or abusive language.
- Fraternizing with the opposite or same sex.
- Failure to attend group and individual sessions.
- Failure to follow approved Treatment Plan.
- Misuse or unauthorized use of Renewal property.
- Manipulating/staff splitting
- Refusing to submit to a search, breathalyzer, or urine test.
- Gambling.
- Introduction of drugs, alcohol, or other contraband onto Renewal property.
- Refusing to follow a staff directive.

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## Unit Incentives for Positive Behavior

Incentives for positive behavior will be based on the behavior and compliance of the entire unit, not an individual basis. Positive behavior must be significant, consistent, and across the board.

- Coffee on non-graduation dates as approved by staff.
- Weekend extensions to Lights out as approved by staff.
- Outdoor Therapeutic Activities as approved by staff, and as permitted by staffing and jurisdictional authority.

## Consequences for Negative Behavior

- Program Extensions
- Program Revocation
- Additional Treatment Work
- Zero Tolerance Behavior Contracts
- Loss of Privileges including but not limited to Recreation, Outside Therapeutic Activities, Television, etc.

## Criteria for Graduation from the Program

- Attendance at all group and individual counseling sessions.
- Honest participation in group and individual sessions.
- Completion of required workbooks, journaling, and other assignments.
- Completing action steps and attainment of short-term goals on treatment plan.
- Adhering to program schedule including bed times.
- Wearing ID while in the facility.
- Taking your medication as prescribed.
- Personal space cleaned and organized as outlined in the section on personal responsibility.
- Details completed on time and in a satisfactory manner as prescribed by the detail list.
- Being on time for scheduled therapy, house meetings or other mandatory appointments.
- Following the dress code.
- Following all other facility rules.

## **RECREATION AND LEISURE EDUCATION**

There is the possibility, but not requirement, of outings for recreation and recreational walks. These outings are contingent on reentrant behavior, weather, staff coverage, and jurisdictional approval.

The Center is equipped with two television sets on each unit for reentrants viewing. The viewing of television is to be done in accord with consideration about the quality of programming and how it contributes to the wellbeing of the community. The Renewal staff

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does have the right to disallow any program that is deemed inappropriate (i.e. violence, strong sexual content or promoting of criminal values). TV cards will be pulled during non-approved viewing hours (i.e. during lights out periods and during approved group sessions).

The facility is also equipped with a Recreation Room. Recreation Room times will be scheduled and posted by the Recreation Coordinator. Access to the Recreation Room is a privilege that can be removed for continued negative behavior in the program and/or continued non-compliance with posted Recreation Room rules and standards.

## COUNSELING EXPECTATION

Your counseling at Renewal is the most important element of the program. You are expected to attend groups and individual sessions when scheduled. In order to be recommended for successful graduation from the program, you are expected to meet all the requirements of your counseling and mental health treatment if applicable. Success in the counseling process depends on your cooperation and engagement in the process. Your ability to participate in your treatment greatly weighs on your understanding of these key concepts:

- Honesty is the foundation of change.
- You are responsible for your own behavior.
- Change is a process.
- Compliance with medication assists in the recovery process.
- Recovery from any addiction starts right here, right now.

## IDENTIFICATION CARD

Renewal is responsible for your whereabouts 24 hours a day. To manage this information accurately, the Center is equipped with a computerized reentrant management system. You will be given a color-coded photo identification card during your orientation. Staff will use it to log your movements in the Center, for physical head counts, verify your attendance at classes, counseling groups, meals, recreation times and all required meetings. The appropriate way to wear your name tag is around your neck, and have it fully visible. **You are not permitted to alter your ID card in any way.**

**YOU MUST WEAR YOUR RENEWAL ID TAG WHERE IT IS FULLY VISIBLE AT ALL TIMES WHILE INSIDE THE CENTER.**

## MONEY AND DROP OFFS

Reentrants are not permitted to have more than \$50.00 on their person at any time. Money is to be used responsibly by reentrants.

Gambling and extorting money is strictly prohibited and considered a major program violation. Violators will receive sanctions. Responsible money management is an aspect of your treatment. Reentrants will receive money through the budget process every Wednesday and are responsible for budgeting their money to last a week's time.

Money as well as other personal items can only be dropped off during the designated times or if approved by a clinical supervisor. Reentrants are to complete a drop off form and submit to their Counselor by the end of the business day. **Drop offs are accepted**

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**on an as needed basis for emergencies only.** The exception is an initial drop off in the first 7 days of your arrival to Renewal, Inc. from an outside institution. Any items dropped off to the reentrant are considered the property of the reentrant. The Reentrant will be held responsible for any items dropped off to them. This includes contraband and items purposefully concealed. Anyone who drops-off contraband to a reentrant will be banned from further drop-offs or visits. The Reentrant is also responsible to stay within the allotted number of clothing items as indicated by the Reentrant Guidebook. Reentrants are only permitted to have drop-offs after they have been approved by the appropriate staff.

**All money in excess of \$50.00 received via drop off or mail is deposited into your reentrant account. You may request your account history from your Counselor or the Clinical Supervisor. You may withdraw money from your account on a weekly basis via a budget form. Budgets are completed every Monday by 3PM.**

When you are officially released from the Inpatient Program, your personal savings account will be closed out and a check for that amount will be mailed to you within fifteen (15) working days. Reentrants are responsible for completing the appropriate paperwork with their Counselor to close out their personal savings account. A deduction will be made from your final savings refund to cover the cost of mailing the check to you by certified mail.

## **EXPECTATION FOR PERSONAL SPACE AND LOCKERS**

Your living space is your responsibility. Your bed is to be neatly made daily. **Beds are to be made using a hospital fold.** Your clothing is to be kept clean and stored in your locker along with other personal belongings. No personal items are to be stored under the beds or on top of the lockers. Nothing should be kept on top of the bed except for one pillow.

You will be assigned a locker. Do not use any lockers that is not your assigned locker. Socks and underwear are to be folded and stored neatly on your top shelf, personal items are to be on your second shelf, all clothes are to be hung on hangers and hooks, all papers and books should be neatly stored on the bottom shelf of your locker.

The bedside shelf is to be free of clutter; you are not allowed to have anything on your shelf except for: up to two family photos, and up to two books.

The floor of your room is to be swept or mopped daily. All furniture, including the locker, is to be dusted daily. Shoes are to be stored neatly under the edge of your bed, all facing the same way.

Nothing should be placed under the mattress, bed frame or behind lockers. No artwork should be hung on the walls inside the reentrant room. Your locker should be shut and locked at all times. **You are not permitted to hang linens from your bunk to conceal yourself in any fashion.** All garbage is to be collected and placed by the elevator so it can be taken off the unit.

You will be assigned the following items during your stay at Renewal, Inc. These items are the property of Renewal Inc. and are to be returned in the condition that they were

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issued other than for what normal wear and tear would do to them. You are only permitted to possess those items assigned to you. If you possess more than your allotment, they will be confiscated.

The following are the costs for damaged and unreturned items:

Flat Sheet	\$12.00
Fitted Sheet	\$11.00
Blanket	\$15.00
Pillow	\$11.00
Pillow Case	\$6.00
I.D. Badge	\$10.00
Mattress	\$75.00
Bed	\$190.00
Locker	\$150.00
Lock	\$ 5.00

**Staff has the right to search your locker at any time. Reentrants do not need to be present during locker searches.**

## **EXPECTATION FOR FACILITY and FACILITY DETAILS**

An important aspect of recovery is taking pride in your surroundings. In addition to assisting in the daily cleaning of your room, you will be assigned daily details and work in the kitchen and cafeteria on a scheduled basis. All details are assigned by Security, Custodial or Clinical Staff. Staff will oversee these assignments and you are responsible for meeting these obligations. The facility is to be kept clean at all times. Details generally change about every seven to ten days. New reentrants are usually assigned to bathroom details initially and then work their way to other details as they advance in the program. Any time a reentrant is not engaged in Renewal activities, they are eligible to be directed to complete details. A new detail list will be posted each time the detail assignments are changed. Reentrants are not to pay or trade for details with another reentrant.

## **MEAL AND FOOD PREPARATION**

All meals are provided by the facility. No food items including Coffee are permitted to leave the kitchen area with exception to sealed items from the vending machines. Reentrants are not permitted to enter any cafeteria that they are not assigned to. Items purchased from the vending machines are permitted in the Residential Rooms. Reentrants are only permitted to have one empty bottle in their property, to be used as a water bottle.

The Center is equipped with a full service cafeteria and kitchen. Three meals are served daily. The hours of meal service are posted for your convenience. If you are scheduled to be out of the Center during a meal for scheduled appointment or staff-supervised activity, alternate arrangements will be made to ensure you receive a meal.

In order to assure adequate measures of food are provided for all Reentrants, kitchen workers are directed to serve portions. Reentrants who take more than a fair share of food can be subject to disciplinary sanctions. Reentrants caught serving more than the allotted portion will be removed from Food Service Details.

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**No food or drink is permitted to leave the cafeteria.**

**All reentrants must report to the cafeteria for all meals.**

## **MEDICATION**

You are not permitted to store medications (this includes over-the-counter, prescription, vitamins, or supplements) in your locker without expressed approval from Renewal, Inc. medical staff. Otherwise, medication will be stored in the medication room. Your need for the medication must be verified by a physician. You will be responsible for going to the medication room at the appointed times, requesting the medication from the staff person present, and taking the prescribed dosage. The unused medication is returned to the room by the staff person present. For individuals on insulin, all unused needle paraphernalia shall be stored and the used materials shall be placed into the medical waste container. You are responsible for taking your medications as prescribed. If you have not received medication or are running low on medication, it is your responsibility to notify staff.

When receiving medication, only one reentrant is allowed at the med window at a time. Each reentrants' medication needs are confidential to them and the staff.

Not taking medication as prescribed is a program violation and subject to sanctions. This includes sharing medication with other reentrants, taking more than your prescribed dosage, keeping medication on your person/property, not taking medication, etc. You must wear your ID to the med line. No head phones are allowed in the med line.

## **URINALYSIS**

On a random selection basis, you are required to produce a urine sample for analysis. This will be collected in the first floor lab bathroom under supervision of staff. You will void into an appropriate specimen cup. Your name is placed on the cup, which you initial along with the staff who does the collection. A safety seal with your name secures the top of the cup. After you and the staff initial the seal, the specimen cup is placed in the locked urine refrigerator. You then sign the urine logbook that lists your name and the date and time of the collection. The staff initials the entry. If you are unable to void at the time your name is called, you must wait in the specified area until you can comply. Reentrants have four hours to provide a valid urinalysis sample. You will also be subject to instant tests during your stay. Refusing to provide a urinalysis, providing a fake urinalysis sample, etc. when called is a major program violation and may result in your revocation from the program.

## **DRESS CODE**

Appropriate casual dress is required from wake up until after evening group. Appropriate casual dress can be jeans, sweats, not pajamas. Exceptions to the dress code are for medical and religious necessity only. The dress code at Renewal is as follows:

- Hats, hoods or head coverings of any kind are not to be worn in any Renewal Center at any time. This includes sweat bands and sunglasses.

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- No shorts of inappropriate length or tank tops (anything sleeveless) are to be worn outside the bedroom. Shirts, pants, and shoes must be worn at all times inside the building.
- Slippers, sandals and shower shoes are not to be worn during the treatment day. They may be worn after evening group. On the days when there is not an evening group, slippers and shower shoes can be worn after dinner.
- Pants are to be worn around the waist. Pants that fall below a reentrant's waist are not permitted. A reentrant's underwear cannot be visible.
- No zipping jackets or coats are permitted. Hoodies are permitted, but the hood cannot be worn at any time.

## CLOTHING LISTS

The amount of clothing and personal belongings that you may have during your stay at Renewal is restricted to those items on the clothing list. A copy of the list is included below. **There are no exceptions to this list.** Please read it carefully. Renewal **does not** inventory your belongings and is not responsible for any items lost, stolen, damaged or abandoned. Excess clothing and belongings in your possession upon your arrival in the program and clothing left at Renewal after your discharge will be stored for seven (7) days. After that time, the belongings will be donated to a charitable organization. Reentrants who leave the Renewal program without proper authorization forfeit all claims to their personal belongings.

No clothing items in excess of those identified in the clothing list are permitted. Reentrants may replace clothing only with the written permission of the Clinical Supervisor or Unit Manager. Staff will confiscate any clothing items in excess of the limits stipulated in the handbook.

**Clothes and personal belongings in excess of the allocation are considered contraband and are subject to confiscation. Reentrants must make arrangements for overages to be picked up. Any reentrant who receives drop-offs or visits must have overages removed from the facility.**

### CLOTHING LIST

- 7 SETS OF CLOTHING
- 7 UNDERSHIRTS
- 7 UNDERPANTS
- 3 BRAS
- 1 BATHROBE
- 1 PAIR OF PAJAMAS
- 7 PAIR OF ATHLETIC SOCKS, SLACK SOCKS OR PANTYHOSE
- 3 PAIRS OF SHOES TOTAL, including shower shoes or slippers
- 1 TOWEL
- 1 WASHCLOTH
- 5 MAGAZINES OR BOOKS
- 1 WALKMAN/MP3 PLAYER with HEADPHONES

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2 PICTURES (they are NOT permitted to be of other Reentrants)

- 1 ELECTRIC HAND HELD DRYER
- 1 ELECTRIC CURLING/STRAIGHT IRON WITH AUTO SHUT OFF
- 1 ELECTRIC SHAVING RAZOR/CLIPPERS
- 1 ALCOHOL FREE SHAMPOO
- 1 CONDITIONER
- 1 NON ALCOHOL NON AEROSOL HAIRSPRAY
- 1 NON ALCOHOL MOUSSE OR GEL
- 1 TOOTH BRUSH
- 1 TOOTH PASTE
- 1 NON ALCOHOL MOUTHWASH
- 1 DEODARANT
- 1 NON ALCOHOL HAND/BODY LOTION
- 1 OPEN BAR SOAP/ 6 SOAPS MAXIMUM BOXED
- NO GLUE, TAPE, OR VELCRO
- NO NAIL POLISH REMOVER
- NO INCENSE OR OILS
- NO AEROSOL CANS
- NO POWDER
- NO UNMARKED PERSONAL CARE PRODUCTS OR TOILETRIES
- NO SCISSORS INCLUDING HAIR SCISSORS

## LAUNDRY

You are responsible to clean your bed linens at least one time weekly for the duration of your stay. If you are indigent (receive no monetary funds for the duration of your stay), staff can provide you with “red quarters” to utilize the washer and dryer. If you use these “red quarters” and receive funds later in your stay, you are required to repay the amount borrowed to staff. You are monitored by the staff for maintaining a clean bed and a neat living space. Wet towels can be hung over the bed rail as long as it does not obstruct the view from the doorway. As soon as the towel is dry, the towel must be placed in your locker. Failure to comply with this expectation will affect your standing in the program.

## LOCKERS

You will be issued a locker with a combination that secures your individual assigned locker. This locker is your responsibility during your stay. If you damage your locker, you will be charged a fee to repair it. The treatment aides, security staff and clinical staff can inspect your locker at any time during your stay. The purpose will be to check for contraband, cleanliness and for clothing compliance. **Your locker must be locked when you are not in your room.** Items in your locker are not to be stored in bags, boxes, or totes but must set out where they are easily visible. You may store a laundry or dirty clothes bag in your locker. Reentrants are not permitted to place a padlock of any kind on their locker. You are not to obstruct your locker in a manner that prevents staff from seeing inside.

## VISITATION

In-Person visiting is permitted when staffing permits; otherwise, reentrants are provided an opportunity for zoom visits, arranged with their assigned counselor. A background

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check will be conducted by your Counselor on the visitor(s) before visits are permitted. Once the individual is approved, the Counselor will inform you. All visits must be scheduled through your Counselor. A visitors' list must be turned into your Counselor each Thursday by noon for an in person visit. Drop offs or exchanges of any kind are **not** permitted during visits and all visitors will walk through the metal detector.

- If a reentrant leaves the designated visiting area for any reason the visit will be terminated and the reentrant is to return to the floor.
- No more than 3 visitors per visit. Each child counts as one person. Children and youth under 18 must be accompanied by an adult.
- All adult visitors must have photo identification.
- Visitors cannot be on any type of probation or parole.
- Visitors and their belongings are subject to search.
- Visitors are to arrive at Renewal no more than 15 minutes before their scheduled visit time. Visitors are to wait on the 1<sup>st</sup> floor until directed by RTI staff to the designated visitation area indicated by the staff on duty. Visitors are to leave the visitation area and directly exit the building as indicated by the staff on duty. There is no extension of visitation times. Visitors arriving after 2:30 PM will not be granted permission into the Center.
- Visitors are restricted to the designated visiting area.
- Any inappropriate sexual contact (i.e. fondling, groping, etc.) is not allowed. Visitors who are dressed provocatively will be prohibited from visiting.
- Visitors are not permitted to bring purses, baby strollers, tobacco products or cell phones into the facility. Visitors will be permitted to bring in the following items: their car keys, two loose diapers, and a small package of baby wipes. Renewal staff is not permitted to store the above listed belongings for visitors.
- Visitors and reentrant are expected to conduct themselves in an appropriate manner at all times during visitation. Behaviors that could be deemed offensive or that interferes with another reentrants' visitation and/or Renewal staff or business will not be tolerated. Violation of these guidelines will result in a restriction of visitation privileges and possible disciplinary sanctions for the reentrant.
- Staff reserve the right to terminate visits at any time.

## MAIL

U.S. Mail is delivered to the facility every day except Saturdays, Sundays and holidays. Any mail that you receive will be distributed by staff, when available, but at minimum, once daily. Renewal reserves the right to inspect any incoming or outgoing mail that may pose a threat to security or be suspicious for contraband. All packages must be searched by a staff person. No mail from other correctional institutions is permitted without written permission from referring jurisdictions. Your mailing address is:

**(Reentrant's Name)  
704 Resident Mail  
PO Box 23070  
Pittsburgh, PA 15222**

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## GRIEVANCE PROCEDURE

During your stay, you have the opportunity to initiate grievance procedures on any condition or action within the program without being subject to any adverse action. The grievance process shall have three (3) levels as explained below:

### First Level

A reentrant submits a complaint, verbally or in writing, to her Counselor. The Counselor shall attempt resolution of the problem within 5 working days. If the problem cannot be resolved, the reentrant shall submit a formal written grievance to the Counselor. The reentrant shall receive any assistance necessary in filling out the grievance form. The grievance will then be transmitted to the clinical supervisor.

### Second Level

Within five (5) working days, the clinical supervisor shall review the grievance, conduct an investigation of the matter and set up an appointment with the reentrant filing the grievance. This meeting shall be held within five (5) working days after the grievance is received by the clinical supervisor. A staff representative for the reentrant filing the grievance and another staff member shall attend a grievance review meeting. Resolution shall be attempted at this meeting.

### Third Level

The Program Director shall receive the grievance and all comments. At the request of the reentrant, the staff representative and the clinical supervisor may be invited to attend this meeting. A mutually agreeable solution, if possible, shall be sought. A written decision shall be presented to the reentrant within two (2) working days after the meeting.

## ESCAPES

Renewal serves as a minimum-security community correction facility for those involved in the judicial system. The premises are electronically monitored with 24-hour cameras and alarms. The security staff, which is on duty 24 hours, do not carry firearms or weapons of any kind. If you choose to leave Renewal, Inc. without authorization from your governing jurisdiction, your absence will be reported to the authorities immediately. Be advised that those authorities aggressively prosecute, which may result in additional jail or prison time. Escapees and absconders will forfeit all property.

## RELEASE FROM RENEWAL

Renewal will inform you of the day of your release. You are permitted to officially leave the Center after you clean your personal space and staff collect the mattress, all bed linens, pillow and blanket. You will be charged for any items not returned. **You must also be approved for release by the legal entity that referred you to our program.** State Reentrants, who are released from Renewal, will have 48 hours to report to the State parole office to give a urine specimen. Failure to do this will constitute a parole violation. No releases will take place prior to 5:00AM unless otherwise approved by AOD Management Staff.

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## **AFTERCARE PLAN, EXIT INTERVIEW AND FOLLOW-UP**

Before you are discharged from Renewal, you may be asked to complete a satisfaction survey; your input and honest answers will help us to evaluate the effectiveness of the program. Also, prior to discharge you will complete an Aftercare Plan with help from your Counselor. Your personal Aftercare Plan supports your transition back into the community.

Your new Outpatient Counselor will receive a follow-up phone call from your Renewal Counselor within 7 days of your first outpatient appointment. You may also receive a phone call from our staff over the course of the year to ensure that your aftercare needs are being met. Please give your Counselor an accurate forwarding address and phone number so that mail can be forwarded, and we can assist you if a need arises. If you change your address, please notify your Counselor of the new information.

*“In Recovery we learn to focus not so much on what needs to be changed in the world or in others, but on what needs to be changed in ourselves....It is in changing ourselves that we can change much more than we ever imagined.”*