Treatment Agreement Statements

1. I understand that participation in all groups and program activities is mandatory.

2. I understand that there is no predetermined duration of treatment and that it will be based on my individual needs.

3. I understand that this is a voluntary unit and that I may choose to leave Against Medical Advice (AMA).

4. I understand that if I leave AMA, I will need to make my own arrangements for transportation home.

5. I understand that family visitation is allowed on Sundays from 1pm-3pm, for a maximum of two family members (over age 16) each week.

6. I understand that this is a 30 bed unit and I will be sharing a room with other participants.

7. I understand that all of my belongings will be searched upon admission and any prohibited items will be stored until discharge.

8. I understand that any substance use while in the program will result in immediate discharge.

9. I understand that repeated and/or severe violations of program rules/expectations can result in discharge from the program.

Please feel free to contact Clifton Springs Addictions Recovery Program at 315-462-3000 (option 1) to obtain any additional information or to address any of your treatment concerns.

Treatment Agreement: I have read and understand the program information provided to me which includes the basic rules and expectations for participation. I have also been given the opportunity to ask questions regarding the program and I am fully aware of what is expected while I am in treatment.

__________________________________    _________________________________
Patient Signature/Date      Witness Signature/Date
The Treatment Program

In order to help you reach your maximize your recovery the following are built into the treatment program with the goal of balancing education, therapy, fun, and time for personal responsibility to practice integrating the three other components.

- Admission history and physical exam
- Lectures on the nature of addiction
- Lectures on mental health symptoms and coping skills
- Guest Speakers related recovery from addiction and/or mental illness
- The 12 steps of Recovery
- Presentations on common issues related to addictions and co-occurring disorders
- Therapeutic tasks and homework
- Supportive group therapy
- AA/NA and other self-help focused meetings
- Recreation and leisure activities
- Peer Sponsorship
- Personal reflection time
- Spiritual advisors are also provided, if requested
- Art Expression

Peer Sponsorship

A peer sponsor is another client who has been in the program long enough to demonstrate growth and familiarity with how to utilize the program. Your peer sponsor will be assigned on admission and is responsible for helping you become familiar with the rules and structure of the program. Being a peer sponsor is the opportunity to practice what you have been developing and can contribute to improving self esteem, utilization of relapse prevention skills, and decrease many mental health symptoms. As a peer sponsor you are not responsible for the new peer’s behaviors but are responsible for making them familiar with the rules and schedule. Just like in recovery you are not alone in either role and have a “sober network” or other peers and staff always available.
Unit Rules and Expectations

The following is a summary of basic unit rules and expectations. Clinical staff and management will enforce these expectations, and may add additional expectations in order to maintain a therapeutic environment and ensure unit safety.

Attire:

- Wristbands are mandatory and must be worn at all times, get replacements from staff as needed.
- Dress is conservative, and you must be fully dressed whenever you come out of your room.
- Pajamas, bathrobes, and other bedroom attire may only be worn in your bedroom.
- Inappropriate clothing includes: Tank tops, muscle shirts, spaghetti straps, tube tops or half shirts, clothing that exposes your midsection or is otherwise revealing. Pants must be pulled up and no underwear visible. Any clothing item that contains alcohol or drug messages. Tank tops straps need to be 4 fingers
- Hats or head coverings (including hoods) and sunglasses may not be worn inside.
- Shorts can be worn for recreation
- During warm weather walking style shorts may be worn during program. Shorts should be loose fitting and worn at the waist and just above the knee.

Behavioral standards:

- Demonstrate respect for yourself and your recovery by conducting yourself in an appropriate manner both on and off of the program unit.
- It is expected that you will refrain from addictive behaviors including the use of any intoxicants or other than prescribed medications and gambling while in program.
- Use of any tobacco products is not allowed under any circumstances. We will provide you the opportunity to have nicotine replacement and engage in smoking cessation programming while in treatment.
- Remain in control of your behaviors. Profanity, vulgar language, threats (verbal or physical) or sexual contact or innuendo will not be tolerated in program.
- Remember that you are in a hospital setting: do not run in the building or throw objects, and keep voices at a low level when moving through hospital corridors.
- Sign yourself IN and OUT each time you leave the unit, Recreation, meetings, and any off unit activities.
- You may not sign in/out for anyone else.
- Loaning money, phone cards, candy, gum, or objects to peers is not allowed.
- Do not remove, abuse, and/or destroy hospital property.
**Disciplinary Actions:**

- Staff interventions may occur for those struggling with the unit expectations.
- Interventions may result in various levels of disciplinary action.
- Verbal warnings are provided for some violations, with expectation that behavior changes. This most frequently includes gender separation, attire, and prompt group attendance.
- Verbal warnings may also include restrictions, such as room restriction, gender restriction or phone restriction.
- “Notice” is given for more serious infractions of unit rules and expectations, whether on or off the unit.
- “Notice” will also be given when verbal warnings are not effective.
- “Notice” is one disciplinary step short of discharge from the program.
- “Notice” involves possible loss of phone privileges; need to report to staff at specific times of the day, writing assignment, or any other therapeutic activity deemed appropriate by clinical staff.
- “Notice” is given for a specific period of time. Any additional rule/behavioral infractions may result in termination from the program.
- The determination of level of disciplinary action is made by the clinical team.
- Not all violations begin with verbal warning.
- Some infractions, such as contraband on the unit, verbal/behavioral aggression, or other serious infractions can result in immediate discharge.

**Gender Separation:**

- Gender separation is to help patient and peers with developing and reinforcing healthy boundaries for recovery.
- Please use appropriate gender lounges and dining rooms. Please follow gender separation guidelines.
- You may not enter a peer’s room of the opposite sex, at any time.
- Be focused on your treatment by not developing intimate relationships while in treatment. “Pairing off” places excessive and often unhealthy attention on a peer and disrupts both your treatment and theirs.
- Issues with not following gender separation will result a behavioral contract. Ongoing issues after that may result in discharge.
Group Rules:

- Check the white board next to the Front office for the daily schedule. Only staff is permitted to write on the boards, unless otherwise specified.
- Be on time and prepared for all scheduled groups and activities. Repeated lateness will result in disciplinary action.
- If you are in an individual session, and group started less than 10 minutes ago, you can go to group. Otherwise, do not interrupt group.
- Arrive five (5) minutes early to get a drink before group begins, address restroom issues before group begins, this includes AA meetings off unit, and all off unit activities.
- You must receive the group leader’s (facilitator’s) permission to leave groups.
- If you are given permission to leave group please go directly to the nursing staff for assistance.
- You may have a beverage or sugar free hard candy during groups. Food or gum is not allowed. Get your drinks ahead of time before group
- During mixed gender groups males must sit with males and females with females
- Please only give appropriate feedback or information pertaining to the group or feedback relevant to topic.

Illness:

- If you feel ill, unable to participate in program please see the nursing staff to be evaluated.
- You need permission from the nurse to be excused from groups/activities.
- Any injury needs to be reported to the nurse immediately.
- Continued acute medical issues may result in pt being reassessed for appropriate level of care.

Mail:

- Staff must check mail and incoming packages for contraband.
- Mail can be picked up after 3pm, in the front office.
**Meals/Snacks/Food:**

- During the three daily meals all clients must remain in their assigned dining area according to the daily schedule.
- Food, consumables, and beverages need to remain in the dining room and lounge areas only. Please do not take food, consumables, or beverages to your bedroom, hallways, or off unit to events/activities without staff permission.
- Snacks are to be given by staff during posted times. Snack items are not allowed to be saved for a later time.
- Food/drinks CANNOT be shared, swapped or ordered for another peer.
- Do not take any food/drink from a peers tray, even if they don’t want it.
- Please clean up your area when done, throw away anything you used before leaving the room.
- Please return all cups, plates, bowls, and silverware during meals to dietary for proper sanitation.
- Do not hide or hoard food on the unit; this is an addictive behavior and for safety and sanitation issues.
- Please use Styrofoam or plastic cups only on unit for health and safety concerns.
- No use of personal water bottles or containers is allowed. Large Styrofoam cups can be obtained from the nurse’s station, and can **ONLY** have water in them.
- Caffeine is not allowed on the unit. You may have 2 cups of coffee during off unit AA meetings if offered. Please do not bring any drinks back to unit.
- Vending machines and hospital lobby shop are off limits
- Take out or delivered food is generally not permitted on the unit.

**Phone Use:**

- The telephone is available as scheduled on the phone list.
- The phone will be turned off during med pass.
- You may make/receive one (1) ten (10) minute phone call every other day based on gender.
- A phone list for the day will be created by peers indicating the order calls can be made.
- Please be sure to provide privacy for yourself and others by remaining at least 6 feet from the person using the telephone.
- If you are on PHONE RESTRICTION or NOTICE, asking another peer to make or accept calls for you is not permitted, and can result in discharge for all involved.
Personal Items: Allowed

- Hair dryers and electric shavers are permitted on unit; they must be approved for use on unit, and be returned to personals bins after use.
- Non-aerosol/ non-alcohol hairspray is permitted, and needs to be returned to personal bins after use.
- Musical instruments are allowed provided they do not interfere with programming. Be respectful of peers in milieu and your roommates.
- All razors or other sharp objects should be turned in to staff for proper disposal, signed IN and OUT in unit sharps/razor book at nurse’s station each time you use them.

Personal Items: Prohibited

- All electronic devices; including, but not limited to: Personal computers, cell-phones, tablets, televisions, radios, headphones, or audio/video devices.
- Hair straighteners/irons are not permitted.
- Cologne, perfume, aftershave, etc. is not permitted on the unit.
- Aerosol cans are not permitted on unit.
- Money and valuables should be kept in the hospital safe.
- A small amount of money (less than $20) can be kept with you.
- The hospital is not responsible for any money or belongings you choose to keep on your person.
- Please lock up any personal items: credit cards, insurance cards, etc.
- Staff may conduct a search of patient rooms at any time. Staff does environmental checks twice daily for unit safety and security.

Program Schedule:

- Please consult the white board for daily groups and activities.
- Lights out time is 12:00am; bedtime is 11:30pm. Please be considerate of your roommate.
- You may not visit in a peer’s room after 10:30pm.
- Do not enter any peers or empty rooms, alone or uninvited at any time. Bedroom doors must remain open at all times, unless showering or dressing, sleeping at night or during rest period.
- Each day you must work on your daily journals

Room Maintenance:
• You are responsible for your personal space. Beds should be made daily and linens changed weekly on Wednesday.
• Environmental rounds are made once a shift, staff will inspect rooms and the unit for safety, contraband, cleanliness, and clear floors to your bedroom restrooms and to bedroom doors from beds (please keep bed area floors clear of obstructions, such as towels, shoes, and clothing).
• You may be instructed by staff to clean up or organize your room for cleanliness or safety.

Self-Care:

• Good personal hygiene is expected.
• Laundry room hours are 7am to 11pm, unless otherwise determined by staff.
• Laundry is to be done by room number as listed by the laundry room.
• Each person in the room is allowed to do one load of laundry.
• Laundry days are twice a week.
• Mixing laundry or doing laundry for another peer is not permitted.
• Cutting or “grooming” another person’s hair is not permitted during your stay, please refrain from sharing personal products including make-up, tweezers, razors, scissors, and personal objects.

Visitation:

• Visitation is allowed on Sunday between 1:15 and 3:00 pm.
• All visitors must be preapproved by your counselor, and visitation request form completed by Thursday at 4pm.
• A limit of two visitors, no one under the age of 16, applies to everyone.
• Visitors must attend the family program as part of that visit.
• Please encourage visitors to leave purses, bags, cell phones, electronic devices, tobacco products, and other contraband in their vehicle before coming to unit.
• Staff will lock up all belongings that are not permitted on the unit.
• Any items brought in for patients by their visitors, must have been preapproved by counselor.
• Non approved items will be sent back with visitor.
Lounge and Dining Room Rules

Living in a group setting is a big change and can be difficult. Rules for meals and lounge areas are meant to help manage a group environment.

1. During the three daily meals all clients must remain in their assigned dining area according to the daily schedule.

2. Do not hide or hoard food on the unit; this is an addictive behavior and for safety and sanitation issues. Please return all cups, plates, bowls, and silverware during meals to dietary for proper sanitation.

3. Food, consumables, and beverages need to remain in the dining room and lounge areas only. Please do not take food, consumables, or beverages to your bedroom, hallways, or off unit to events/activities without staff permission. Please use Styrofoam or plastic cups only on unit for health and safety concerns. No use of personal water bottles or containers is allowed. Pink water pitchers can only be used in bedroom area, and must be medically ordered by medical staff, and **ONLY** have water in them.

4. Unless specifically allowed men should use the men’s lounge and women should use the women’s lounge for free times and breaks. Do not congregate in hallways or doorways, or in counseling hallway. Please respect other gender lounges.

5. Chairs need to remain in full contact with the floor meaning all legs/contact points are in contact with the ground. No laying back or forward on chairs.

6. Television viewing in the lounge may only be used according to the posted schedule near the television.

7. Please be respectful of the lounge area and your peers by not lying down or sleeping in the lounges. Please clean up your area when done, throw away anything you used before leaving the room.

8. Snacks are to be given by staff during posted times. Snack items are not allowed to be saved for a later time.
Group Rules

Groups are an important part of your treatment program. In order to get the most out of your program please follow the rules below:

1. Check the white board next to the secretary’s office for the daily schedule. Staff is only permitted to write on the boards unless otherwise specified.

2. Be on time and prepared for all scheduled activities, and be prepared to remain for the entire program. Repeated lateness to group or missing group may require a conference with staff. Arrive five (5) minutes early to get a drink before group begins, address restroom issues before group begins, this includes AA meetings off unit, and all off unit activities.

3. You must receive the group leader’s (facilitator’s) permission to leave groups.

4. If you are given permission to leave group please go directly to the nursing staff for assistance.

5. You may have a beverage or hard candy during groups. Food is not allowed. Get your drinks ahead of time before group begins. Please open items quietly, and keep them to yourself during group.

6. During mixed gender groups males must sit with males and females with females. Please only give appropriate feedback or information pertaining to the group or feedback relevant to topic.

7. Each day you must work on your “Step 10s”. Once completed for the day it (the whole packet) should be put in the wooden box in the hallway before 11:30.
Personal Belongings and Contraband
You may have your personal belongings while in treatment. However, certain items are not allowed or may only be used at specific times. The following list is not meant to be complete and if you are unsure please meet with your Big Brother or Big Sister or any member of the staff to find out if you can keep the item.

1. Personal computers, cell-phones, electronic devices, televisions, radios, headphones, or audio or video devices are prohibited.

2. Hair dryers and electric razors are allowed but must be approved for use in rooms. These devices should be unplugged when not in use and returned to personal bins after use. Please see nursing for approval process, a green sticker will be placed on device; Items without proper approval will be removed until discharge.

3. Musical instruments are allowed provided they do not interfere with programming. Be respectful of peers in milieu and your roommates.

4. Money and valuables should be kept in the hospital safe. A small amount of money (less than $20) can be kept with you; however, the hospital is not responsible for money or belongings you choose to keep on your person. Please lock up any items such as id. Insurance cards, ATM/Debit cards, etc.

5. Staff may conduct a search of patient rooms at any time. Staff does environmental checks twice daily for unit safety and security. Please return restricted items in a timely manner, non-compliance with this will result in the item being locked away item until discharge.

6. Do not remove, abuse, and/or destroy hospital property.
INPATIENT ADDICTIONS RECOVERY PROGRAM

Welcome to Clifton Springs Inpatient Addictions Program; we are happy to have the opportunity to assist you in your recovery process. The following is a list of clothing and personal items that each person is permitted to bring. Please be sure to read the exception (cannot bring) list at the bottom of the form. Please call if you have any questions; we can be reached at 315.462.3000.

**Clothing:** (please consider the season)

5 to 7 outfits

Socks and underwear

Pajamas (or appropriate sleepwear), robe

Sweatshirts, light jackets, coat, gloves/mittens, winter hat (seasonally appropriate)

Appropriate footwear- indoor and outdoor (flip flops are allowed while on the unit only)

*Dress code is conservative and the following items are not allowed:* Form fitting/revealing clothing, tank tops/spaghetti strap tops, tops that reveal midriff, t-shirts or other items with alcohol, drug or sexual pictures or phrases. Pants are to be worn pulled up without undergarments visible. Baseball caps/hats, scarves/hoods are not to be worn on the unit but may be allowed when off the unit.

*Laundry facilities are available on the unit with every program participant able to wash two loads of laundry per week. Laundry soap is provided but you may bring your own if you choose.*

**Other items you may bring:**

Prescribed medications and herbal medications (all of which will be reviewed by the medical team prior to being able to be administered)

Personal hygiene products (non-aerosol, non-alcohol)

Telephone calling card for any calls outside the “315” area code

Envelopes, stamps, writing paper, books (no pornography)

Bags of sugar-free hard candy/no chocolate (will be stored and allowed one bag at a time)

**Prohibited Items:**

Alcohol, drugs or any related paraphernalia, cigarettes, lighters, matches, chewing tobacco, snuff

Any electronic devices including cell phones, iPods, mp3 players, tablets, laptops, cameras, hair straighteners/flat irons

Weapons of any kind, playing cards, Q-tips, cash (amounts of $20 or more are required to be locked in the hospital safe)
Behavioral Health Services
Inpatient Addiction Recovery Daily Program Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 am</td>
<td>Medications</td>
<td>Medications</td>
<td>Medications</td>
</tr>
<tr>
<td>7:00 – 7:30 am</td>
<td>Morning Meditation</td>
<td>Morning Meditation</td>
<td>Morning Meditation</td>
</tr>
<tr>
<td>7:30 – 8:15 am</td>
<td>Breakfast/Medication</td>
<td>Breakfast/Medication</td>
<td>Breakfast/Medication</td>
</tr>
<tr>
<td>8:30 – 9:15 am</td>
<td>Recreation Time</td>
<td>Recreation Time</td>
<td>Recreation Time</td>
</tr>
<tr>
<td>9:15 – 9:50 am</td>
<td>Showers/Straighten Room/Phone/snack</td>
<td>Showers/Straighten Room/Phone/snack</td>
<td>Showers/Straighten Room/Phone/snack</td>
</tr>
<tr>
<td>10:00 – 10:50 am</td>
<td>12 Step Education</td>
<td>DBT</td>
<td>Peer Lead AA/NA Meeting</td>
</tr>
<tr>
<td>11:00 – 11:50 am</td>
<td>Mica</td>
<td>Anger Management</td>
<td>Guest Education</td>
</tr>
<tr>
<td>12:00 – 12:30 pm</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30 – 12:45 pm</td>
<td>Medication Or Specific Gender Lounge</td>
<td>Medication Or Specific Gender Lounge</td>
<td>Medication Or Specific Gender Lounge</td>
</tr>
<tr>
<td>1:00 – 1:50 pm</td>
<td>Grief Group (women) Men’s group</td>
<td>Caseload Groups</td>
<td>Women’s Group Expressive Arts (Men)</td>
</tr>
<tr>
<td>2:00 – 2:50 pm</td>
<td>Grief Group (Men) Expressive Arts (Women)</td>
<td>Rules group</td>
<td>DBT</td>
</tr>
<tr>
<td>3:00 – 4:00 pm</td>
<td>Snack/Rest Period</td>
<td>Snack/Rest Period</td>
<td>Snack/Rest Period</td>
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<tr>
<td>4:00 – 4:50 pm</td>
<td>Daily Recreation</td>
<td>Daily Recreation</td>
<td>Daily Recreation</td>
</tr>
<tr>
<td>5:00 – 6:30 pm</td>
<td>Dinner And Medications</td>
<td>Dinner And Medications</td>
<td>Dinner And Medications</td>
</tr>
<tr>
<td>6:30 – 7:30 pm</td>
<td>AA Speaker</td>
<td>Group – Music expression</td>
<td>NA Speaker (Hospitals &amp; Institutions)</td>
</tr>
<tr>
<td>7:30-8:30 pm</td>
<td>Gym (Optional and at Staff’s Discretion)</td>
<td>Gym (Optional and at Staff’s Discretion)</td>
<td>Gym (Optional and at Staff’s Discretion)</td>
</tr>
<tr>
<td>8:30-10:00 pm</td>
<td>Medication (Phone off)</td>
<td>Medication (Phone off)</td>
<td>Medication (Phone off)</td>
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<tr>
<td>11:30 pm</td>
<td>TV Off</td>
<td>TV Off</td>
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</tbody>
</table>

*ALL ACTIVITIES ARE SUBJECT TO CHANGE. PLEASE CHECK BOARD BY SECRETARY’S OFFICE FOR ANY CHANGES. TAKE CARE OF PERSONAL NEEDS BEFORE GROUP BEGINS. ATTENDANCE TO SCHEDULED GROUPS AND ACTIVITIES IS EXPECTED.
# Behavioral Health Services
## Inpatient Addiction Recovery Daily Program Schedule

<table>
<thead>
<tr>
<th>TIME</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY</th>
<th>SUNDAY</th>
</tr>
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<tbody>
<tr>
<td>6:00 am</td>
<td>Medications</td>
<td>Medications</td>
<td>Medications</td>
<td>Medications</td>
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<tr>
<td>7:00 – 7:30 am</td>
<td>Meditation</td>
<td>Meditation</td>
<td>Meditation</td>
<td>Medications</td>
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<tr>
<td>7:30-8:15 am</td>
<td>Breakfast/Medication</td>
<td>Breakfast/Medication</td>
<td>Breakfast/Medication</td>
<td>Breakfast/Medication</td>
</tr>
<tr>
<td>8:30 – 9:15 am</td>
<td>Recreation Time</td>
<td>Recreation Time</td>
<td>Recreation Time</td>
<td>Breakfast</td>
</tr>
<tr>
<td>9:15 – 9:50 am</td>
<td>Showers/Straighten Room/Phone/snack</td>
<td>Showers/Straighten Room/Phone/snack</td>
<td>Showers/Straighten Room/Phone/snack</td>
<td>Showers/Straighten Room/Phone/snack</td>
</tr>
<tr>
<td>10:00 – 10:50 am</td>
<td>Community Meeting</td>
<td>Relapse Prevention</td>
<td>DRA</td>
<td>Off Unit AA Meeting (9:30-10:30)</td>
</tr>
<tr>
<td>11:00 – 11:50 am</td>
<td>Stages of Change Group</td>
<td>Self Esteem Group</td>
<td>Don’t Sweat The Small Stuff</td>
<td>Optional Church (10:30-11:30)</td>
</tr>
<tr>
<td>12:00 – 12:30 pm</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
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</tr>
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<td>12:30 – 12:45 pm</td>
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<td>1:00 – 1:50 pm</td>
<td>Caseload group</td>
<td>REBT 3rd Friday Ben – STD Education</td>
<td>Coping Skills</td>
<td>(1:15–3:00 pm) Visitation (1:45–2:45pm) Family Education</td>
</tr>
<tr>
<td>2:00 – 2:50 pm</td>
<td>Nurses group – Medical Aspects</td>
<td>Mindfulness Hour</td>
<td>Coping skills</td>
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<tr>
<td>3:00 – 4:00 pm</td>
<td>Snack/Rest Period</td>
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<tr>
<td>4:00 – 4:50 pm</td>
<td>Daily Recreation</td>
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<td>5:00 – 6:00 pm</td>
<td>Dinner and Medications</td>
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<tr>
<td>6:30 – 7:30 pm</td>
<td>Gender Separate Free Time</td>
<td>AA Speaker or Peer Run AA/ NA Group</td>
<td>Recovery movie and discussion</td>
<td>Wrap up group</td>
</tr>
<tr>
<td>7:30 – 8:30 pm</td>
<td>12 Step Education</td>
<td>Gym (Optional and at Staff’s Discretion)</td>
<td>Gender Separate Free Time</td>
<td></td>
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<td>8:30-10:00 pm</td>
<td>Medication (Phone off)</td>
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<td>TV Off</td>
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</tbody>
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*All activities are subject to change. Please check board by Secretary’s Office for any changes. Take care of personal needs before group begins. Attendance to scheduled groups and activities is expected.