



GAUDENZIA, INC.

**Residential
Reentrant Handbook**

**PHILLY HOUSE
EASTERN REGION
1306 Spring Garden Street
Philadelphia, PA 19123
215-228-0644 / 215-238-2150 – Phone**

Date Reviewed/Revised: August 1, 2023

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WELCOME:

We truly believe that what we have to offer can help you to find hope and healing.

Gaudenzia was founded in 1968 by a group of distinguished business, political, community leaders, and people in recovery. Recognizing that a growing number of individuals have alcohol and drug problems, and were unable to find help, a residential treatment program was established to put people on the path to recovery.

Serving almost 20,000 individuals annually, Gaudenzia operates 182 drug and alcohol treatment programs at 105 facilities for men and women in Pennsylvania, Maryland, Delaware, and Washington, D.C. Services include specialized programs for pregnant and parenting mothers, adolescents, and people suffering from co-occurring mental illness and substance abuse.

“Gaudenzia” was the name of a horse which raced in Siena, Italy many years ago. During the race, Gaudenzia stumbled and fell to the ground, but got up and completed the race, despite injury!!!

On your first day, you will be staff will begin the Intake process. You will be provided with a Reentrant Handbook and a PREA pamphlet. Staff will take you on a tour of the facility, introduced to staff and orducued provided a room assignment and heassign you to you You will be provided with a tour of the facility, a oom assignment, introduced to staff. Please be aware that you may share a room with other peers.

PROGRAM DESCRIPTION & TREATMENT MODALITIES:

PROGRAM DESCRIPTION:

Gaudenzia Philly House Program, located at 1306 Spring Garden Street, Philadelphia, PA 19123, is a 30-bed female residential program designed to meet the needs of reentrants referred from the Pennsylvania Department of Corrections and Pennsylvania Board of Probation and Parole.

TREATMENT MODALITIES:

Gaudenzia programs utilize a team approach in the provision of treatment services. Many different people in various roles participate in the development, approval, delivery, monitoring, and evaluation of reentrant services, including, but not limited to:

- Individual and Group Sessions
- Community Orientation Re-Integration
- Self-help and other supports
- Urinalysis Drug/Alcohol Screening
- Community Resource Referrals

Specialized Services:

- Life Skills and Social Skills
- Job Readiness

A strong emphasis is placed on responsibility, stability, improved life skills, and development of a comprehensive support system through self-help approaches like AA/NA. The counseling staff works closely with other community agencies to provide a comprehensive network of services for the reentrant.

MISSION & BELIEFS:

Gaudenzia helps individuals and families affected by drug and alcohol dependency, mental illness, and related conditions to achieve a better quality of life and become accountable individuals.

This is accomplished through a continuum of care leading to long-term recovery guided by a philosophy of mutual concern, personal responsibility, research, and community education.

REENTRANT RIGHTS:

Gaudenzia, Inc. Reentrant Bill of Rights

1. The right to considerate care without discrimination based on age, race, creed, sex, ethnicity, color, national origin, marital status, sexual orientation, disability, religion, political affiliation, sources of payment, or limited English proficiency. Every reentrant must retain all civil rights and liberties except as provided by statute. No reentrant may be deprived of a civil right solely by reason of treatment. No program will exclude or discriminate against any individual on the basis of the individual receiving any medication-assisted treatment services. No reentrant may be deprived of a civil right solely by reason of treatment.
2. The right to obtain current information concerning his/her diagnosis, treatment goals, and prognosis in terms that the reentrant can be reasonably expected to understand.
3. The right to examine one's own record within the guidelines approved by the agency in accordance with Federal regulations 42 CFR and rebut any information in their record by inserting a counter statement of clarification or correction. The agency may temporarily remove portions of the record prior to inspection if the Director determines that the information may be detrimental if presented to the reentrant. Reasons for the removal of sections will be documented in the record. Reentrants have the right to appeal a decision limiting access to their records to the Director. Reentrants have the right to request the correction of inaccurate, irrelevant, outdated or incomplete information in their records.
4. The right to receive information necessary to give informed consent before the start of any treatment. Individuals retain the right to refuse or express choice regarding service delivery, the release of information, concurrent services, the composition of the service delivery team, and involvement in research projects, if applicable.
5. When significant alternatives for treatment exist, or when the reentrant requests information concerning alternatives, the reentrant has the right to such information in a timely manner.
6. The right to refuse treatment to the extent permitted by law, to discharge oneself at any time, and to be informed of the consequences of his/her action.
7. The right to every consideration of his/her privacy concerning his/her treatment program. Reentrant information must be maintained as confidential unless disclosure is permitted by law and/or with documented, signed reentrant consent.
8. The right to expect that within our capacity we will make a reasonable response to the request for a service and provide an evaluation, service, or referral as indicated by the nature of the case, including but not limited to legal entities, self-help support, and advocacy.
9. The right to know about follow-up contact procedures post-discharge.
10. The right to expect reasonable continuity of care, to know when and where appointment times and services are available, both in our program, in the community, and/or concurrently.
11. The right to be informed of written facility rules and regulations during admission.
12. The right to appropriate assessment and referral for or provision of pain management.
13. The right to receive treatment in a timely manner, to have groups and individual sessions run on time and for the requisite length of time.
14. The right to have one's religious beliefs respected.
15. The right to be treated with dignity and respect, and free from neglect, corporal punishment, abuse, physical restraint, seclusion, involuntary confinement, humiliation, and retaliation. All staff must adhere to a corporate code of ethics and professional licensure standards. Code of ethics details may be requested from staff.
16. The right to nutritious food, safe and adequate lodging, physical exercise, and provision for personal hygiene.
17. The right to register a complaint and file a grievance related to their experience and to expect the investigation of said concerns.

18. The right to contact law enforcement (police), their funding source, or regulatory authorities at any time during their treatment process at Gaudenzia.
19. The right to investigation and resolution of alleged infringements of rights.

PRISON RAPE ELIMINATION ACT (PREA):

Gaudenzia, Inc. follows PREA standards. There is a Zero Tolerance on all sexual abuse and sexual harassment. Sexual Abuse includes any intentional contact with another person directly or through clothing, any attempt or threat by a staff member, volunteer, or contractor to engage in sexual activity, any display of uncovered sexual body parts, and voyeurism.

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors, verbal comments or gestures that are sexual in nature, suggestive comments about the body or clothing of another. All Clients will be screened according to PREA standards at intake and as needed. All allegations of sexual misconduct will be reported to:

The PREA Compliance Manager for Gaudenzia Philly House:

Agnes Brown
1306 Spring Garden Street
Philadelphia, PA 19123
215-228-0644

In Pennsylvania, you can also make an anonymous complaint by contacting:

ATTN: PREA Coordinator
Office of State Inspector General
555 Walnut Street, 8th Floor
Harrisburg, PA 17101

Clients are provided with confidential emotional support services related to sexual abuse. Please see attachment from Department of Corrections.

GRIEVANCE / COMPLAINT & APPEAL PROCEDURES:

Gaudenzia and the BCC encourage reentrants to express their concerns to staff through respectful, constructive, written, or verbal communication so that problems are resolved quickly.

Reentrants that are on parole may use the Grievance system to address issues specific to the facility or community corrections. Issues related to parole supervision, home plans, or other parole processes must be addressed through Parole Board or Probation and Parole (PBPP).

Reentrants are encouraged to attempt resolution of an issue/concern informally through direct conversation with their case manager or a Request to Staff prior to submitting an official grievance.

- The staff member receiving the concern from the reentrant will attempt to resolve concern quickly and informally if possible.
- If the staff member is not the appropriate person to resolve the concern raised by the reentrant, the reentrant should be referred to the appropriate staff member.
- The case manager will document the discussion in the reentrant case file.

- Reentrants choosing not to handle the complaint informally may file an official grievance. Official grievance forms are readily available to reentrants.
- Official grievances must be filed within 15 days after the event upon which the claim is based.
- Grievances directly related to a specific rule violation, or a specific sanction will not be address through the Reentrant Grievance System and must be addresses through the violation appeal process

All Grievances shall be placed in the Grievance box located outside of the House Manager Office and picked up by the Grievance Officer or Director.

All grievances alleging sexual abuse, sexual harassment or physical abuse will be referred to BCC.

The Grievance Officer will determine whether the grievance will be accepted or rejected based on the Facility Grievance Response, A written response for non-abuse grievance will be provided to the reentrant within 15 working days upon receipt of the grievance. ‘

At any point reentrants can withdraw their grievance.

REENTRANT INPUT:

Gaudenzia welcomes and values your feedback about the services that we provide. During your stay feel free to share your ideas and feedback about our services by speaking with staff. You may also submit written feedback to your Director by way of the confidential suggestion mailbox. In addition, you may also share your feedback by completing our member survey. Surveys are confidential and anonymous and allow us to improve the services that we offer.

CONFIDENTIALITY:

This notice describes how medical and drug and alcohol related information about you may be used and disclosed, and how you can get access to this information. Please review it carefully.

General Information:

Information regarding your health care, including payment for health care, is protected by two federal laws: The Health Insurance Portability and Accountability Act of 1996 (HIPAA), 42 U.S.C. 1320d et seq., 45 C.R.F. Parts 160 and 164, and the Confidentiality Law, 42 U.S.C. 290dd-2. Under these laws, Gaudenzia may not say to a person outside Gaudenzia that you are attending the program, nor may Gaudenzia disclose any information identifying you as an alcohol or drug user or disclose any other protected information except as permitted by federal law.

Your health information is further protected by any pertinent state law that may be more protective or stringent than either of these two Federal laws. Violation of the Federal law and/or regulations is a crime. Suspected violations may be reported to appropriate authorities in accordance with Federal regulations.

Gaudenzia must obtain your written consent before it can disclose information about your payment purposes. For example, Gaudenzia must obtain your written consent before it can disclose information to your health insurer in order to be paid for services. Generally, you must also sign a written consent before Gaudenzia can share information for treatment purposes or for health care operations. However, federal law permits Gaudenzia to disclose information without your written permission in the following circumstances:

1. Pursuant to an agreement with a qualified service organization/business associate;
2. For research or evaluation;
3. To report a crime committed on Gaudenzia premises or against Gaudenzia personnel.
4. To medical personnel in a medical emergency;
5. To appropriate authorities to report suspected child abuse or neglect;
6. As allowed by court order.

For example, Gaudenzia can disclose to the police if you threaten violence; the case manager receives a court order; you are suicidal or in a diabetic coma. Before Gaudenzia can use or disclose any information about your health in a manner that is not described above, it must first obtain your specific written consent allowing Gaudenzia to make the disclosure. You have the right to limit the amount and/or may revoke any such consent either verbally or in writing.

We may use or disclose your personal health information for audits or evaluations. Disclosures may also be made to government agencies that help to fund or regulate the agency's programs, private entities that help fund the program or provide third-party payments which are conducting quality control reviews, or others who are conducting an audit or evaluation of our services and/or programs.

Your Rights:

Under HIPAA, you have the right to request restriction on certain uses and disclosure of your health information. Gaudenzia is not required to agree to any restrictions you may request; however, if it does not agree, then it is bound by that agreement and may not use or disclose any information which you have restricted except, as necessary in a medical emergency.

You have the right to request that we communicate with you by alternative means or an alternative location. Gaudenzia will accommodate such requests that are reasonable and will not request an explanation from you. Under HIPAA, you also have the right to inspect and copy your own health information maintained by Gaudenzia, except to the extent that the information contains psychotherapy notes or information compiled for use in a civil or administrative proceeding, or in other limited circumstances.

Under HIPAA, you also have the right, with some exceptions, to amend health care information maintained in Gaudenzia records, and to request and receive an accounting of disclosures of your health-related information made by Gaudenzia during the six years prior to your request. You also have the right to receive a paper copy of this notice.

You have the right to request a list of the persons or organizations that we have disclosed your personal health information to for certain purposes. We are not required by law to record certain types of disclosures (such as disclosures made pursuant to an authorization signed by you), and a listing of these disclosures will not be provided. Your request must be in writing and are limited to disclosures made within the two years before the date of your request. The agency will respond to all requests within 30 days following receipt of request.

The agency may contact you to provide appointment reminders or information about treatment alternatives or other health-related benefits and services that may be of interest to you. You have the right to request that we communicate with you in certain ways (such as by letter or phone) or at a certain location. For example, you may ask that we only contact you at home or at work. Your request must be in writing and specify how or where you wish to be contacted. We will accommodate reasonable requests.

You have the right to receive a paper copy of this Notice of Privacy Practices upon request.

If you are younger than 18 years old and have the legal right to consent to your own health care, then you control the access to and disclosure of health information relating to such care.

Duties:

Gaudenzia is required by law to maintain the privacy of your health information and to provide you with notice of its legal duties and privacy practices with respect to your health information. Gaudenzia is required to abide by the terms of this notice. Gaudenzia's reserves the right to change the terms of this notice and to make new notice provisions effective for all protected health information it maintains. Gaudenzia will mail notice of these changes to all covered individuals at the last known address known to Gaudenzia.

Complaints and Reporting Violations:

You may file a complaint with Gaudenzia and the Secretary of the United States Department of Health and Human Services if you believe that your privacy rights have been violated under HIPAA. Complaints made to Gaudenzia shall be in writing to the program director. You will not be retaliated against for filing such a complaint.

U.S. Department of Health & Human Services
Office for Civil Rights
200 Independence Avenue, S.W.
Washington, D.C. 20201
877.696.6775
OCRMail@hhs.gov
www.hhs.gov

Violation(s) of the Confidentiality Law by a program is a crime. Suspected violations of the Confidentiality Law may be reported to the United States Attorney in the district where the violation occurs.

Contact:

Gaudenzia Chief of Compliance
Gaudenzia, Inc.
106 W. Main Street
Norristown, PA 19401
(610) 239-9600 x1001

BEHAVIORAL EXPECTATIONS:

Sometimes situations may occur where there are disagreements. Violent behavior, loud, or abusive language will not be tolerated. All Gaudenzia reentrants and staff are expected to always be respectful to one another. Disrespectful behavior, the use of vulgar or demeaning or threatening language/behavior towards others will require interventions that are appropriate to the circumstance.

All Reentrants transferred into Gaudenzia Philly House will be held responsible for adhering to rules and regulations that govern the facility. Certain rules may overlap with Community Corrections - Universal Set of Rules identified by the PADOC and PBPP.

All rule violations and formal disciplinary procedures will be addressed in accordance with those policies and procedures identified in the USOR. Termination, administrative or disciplinary action may result if a reentrant violates any rule identified in this code, or if there is evidence of an inability to conform to the basic rules and regulations of the Reentry.

ADMISSION CRITERIA:

REFERRALS

All Philly House reentrants are referred for admission by the Pennsylvania Department of Corrections.

DISCHARGE CRITERIA:

All releases are contingent upon meeting your required stipulations as ordered by the court. All release dates are confirmed by PA DOC and PBPP. Case managers are available to provide final assistance to the reentrant in locating job opportunities and educational/vocational training available in the surrounding community. Reentrants that have any stored personal property (not contraband) are responsible for retrieving upon discharge. Unsuccessful discharge may occur if re-entrants fail to meet program required stipulations.

STAFF RESPONSE TO POTENTIAL REENTRANT RISK:

Gaudenzia, Inc. is committed to ensuring the health and safety of the reentrants that it serves and recognizes that throughout treatment that there may be times when reentrants engage in behaviors that are a risk to

themselves and to others. PA Parole Board and the Department of Corrections will be notified of reentrants who exhibit risky behaviors.

HOURS OF OPERATION:

Gaudenzia Philly House operates 24 hours a day/7 day a week.

STAFFING & HIERARCHY:

Staff consists of a Program Director, one (1) Case manager, and Administrative Coordinator, House Managers, and a House Manager Supervisor.

Case managers meet regularly with reentrants and during individual counseling sessions to review any adjustment problems or other concerns. Reentrants are expected to discuss any situations with case managers to review any adjustment problems or other concerns.

STAFF STANDARDS OF CONDUCT:

Gaudenzia aspires to create an environment where services to our reentrants and other stakeholders are delivered with the highest levels of respect, integrity, and commitment to service excellence. Gaudenzia expects employees and others who are engaged to provide services, such as temporary personnel, consultants, and independent contractors, to follow these standards of conduct while on company premises, attending company functions, or otherwise performing work-related activity.

Gaudenzia employees are expected to demonstrate the highest level of respect, integrity, and commitment to service excellence by:

- Engaging the reentrant in the decision-making and COR planning
 - Refraining from discrimination against any reentrant.
 - Protecting access to confidential reentrant information
 - Ensuring records of service to reentrants are individualized, honest, and an accurate reflection of services delivered. Gaudenzia employees do not submit invoices for services that were not delivered, submit claims with incorrect reimbursement rates, or otherwise breach the Department of Public Welfare Fraud, Waste and Abuse policy outlined in the Personnel Manual.
 - Conducting themselves as positive role models for our reentrants, and by engaging in verbal and non-verbal interactions that are honest, respectful, and delivered with compassion. Gaudenzia employees will refrain from abusive behavior of any kind, and must not intimidate, mock, use obscene language, or yell when speaking to, or referring to a reentrant.
 - Listening and communicating with care, courtesy, and concern.
 - Maintaining appropriate, professional boundaries with reentrants, their families and/ or caregivers. Gaudenzia employees do not participate in favoritism or give special treatment; accept or solicit money, gifts, or favors; exploit reentrants; share personal contact information or engage reentrants through text messages, phone communications, or social websites.
 - Maintaining appropriate, professional boundaries with former reentrants after their program discharge. Gaudenzia employees do not engage former reentrants in sexual or romantic relationships.
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REQUIREMENTS FOR MANDATED REPORTING & FOLLOW-UP:

Gaudenzia, Inc. is a mandated reporting organization and as such is required by law to report any instances, whether suspected or observed, of child or elder abuse. Abuse is considered any act or failure to act on the part

of a parent or caregiver that results in death, serious physical or emotional harm, sexual abuse, or exploitation, or an act or failure to act to protect the child or elder member from serious injury and/or harm. Any suspected or evidence of abuse will be reported according to state requirements.

SAFETY PROCEDURES:

FIRE EXITS ARE LOCATED THROUGHOUT THE FACILITY. Know the location of fire extinguishers and how they operate. Floor plans with emergency evacuation routes are posted throughout the facility.

If you discover a fire or smell smoke, immediately notify any staff and reentrants in your Room. Staff will sound the evacuation alarm. When the fire alarm is sounded, feel the door that leads from your Room to the corridor before opening it. If the door feels hot or smoke is seeping in-----DO NOT OPEN.

If you become trapped in your Room and cannot reach the fire exit, keep your door closed and seal off any cracks. If your door feels cool, open it cautiously. Brace yourself against the door and be prepared to slam it shut if the hall is full of smoke or if you feel heat pressure against the door. If the hall is clear, leave at once and close the door behind you. Proceed to the nearest fire exit.

When the fire alarm sounds, all reentrants must leave the building immediately, and proceed to the designated areas and assemble there until a staff person conducts a head count. Reentrants will remain at the designated area until instructed otherwise by staff, by fire or police department officials.

You are to respond to your name quickly and clearly, as it will be assumed that anyone not responding may still be in the building. The fire department personnel will be advised if anyone does not respond. Any reentrant leaving the assembly area without authorization from staff will be subject to formal disciplinary action. No one will re-enter the building until directed to do so by the Fire Marshall through facility staff.

SECLUSION & RESTRAINT:

Gaudenzia, Inc. does not practice and prohibits the use of seclusion and/or restraints of any kind in any of its programs.

USE OF TOBACCO:

Gaudenzia – 1306 Spring Garden Street is a smoke free facility. Tobacco use of any kind, including cigarettes and chewing products is prohibited inside the facility, in program vehicles, and within the immediate entryways of buildings. Tobacco products, lighters, and matches are prohibited and not allowed in the facility. Smoking cessation information is provided to interested reentrants.

PERSONAL PROPERTY:

Upon arrival you will be assigned a dresser and/or closet to store your personal belongings. When bringing, receiving or removing any personal property you are required to update your personal inventory form.

All clothing must fit neatly into your assigned dresser or closet. Shoes must be aligned under the side of the bed, with the toes facing out. When bringing, receiving, or removing any personal property you are required to update your personal inventory form. All property over the stipulated amount or identified as not authorized, will need to be removed from the facility. Staff will allow you to make arrangements to send all excess property home. Failure to comply will lead to confiscation.

Reentrants are allowed to have a small clock radio, religious text, books, and magazines. However, hygiene or personal items stored in glass containers or containing alcohol are prohibited.

DISPOSITION OF PERSONAL PROPERTY:

You are solely responsible for your personal property. We suggest that you do not bring any valuables or items of sentimental importance into the facility. Any property confiscated for disciplinary reasons will be retained by Management or designee until properly destroyed.

Gaudenzia Philly House will not be responsible for any property lost, stolen, abandoned, damaged, or destroyed. All property not authorized for retention will be confiscated and the reentrant will be given a copy of the confiscation slip.

Property remaining at Gaudenzia Philly House after a reentrant departs (except for absconders) will be inventoried and retained for a period not to exceed 30 days. The program will make a good faith effort to contact the parties to pick up a reentrant’s belongings, if not picked up in 30 days, the property will be disposed of.

Reentrants who abscond forfeit their rights to their property.

All approved items are listed below; anything else will be considered contraband and confiscated. Reentrants may not exceed the quantities for each item listed below.

QTY	ITEM
10	Pants or Jeans
7	Shirts, dress, or polo style
7	Shirts, tee, or crew neck w/o imprint
2	Sweatshirts with/without hood
2	Jackets
10	Underwear
10	Bras
7	Pair Socks (white or assorted color)
2	Pair Pajamas
2	Pair Shoes or Boots
2	Pair Sneakers or Athletic Shoes
1	Pair Shower Shoes
1	Soap Dish
3	Bars Soap
1	Toothbrush w/ holder
2	Tubes Toothpaste
2	Bottles Shampoo or conditioner rinse
2	Containers Deodorant (non-aerosol)
2	Hairbrush
2	Comb
1	Hair Cap (Bedroom wear only)
2	Cans Shaving Cream (non-aerosol)
4	Single edge disposable razors
2	Lotion (non-alcohol)
1	Container Body Powder
1	Set Dentures

QTY	ITEM
1	Personal Wedding Band
1	Wrist Watch
1	Pair Prescription Eyewear or Contacts
1	Cleaning Solution Kit (eye care)
1	Pair Sunglasses
2	Jewelry - necklaces
2	Bracelets
7	Pair Earrings
7	Religious Headgear
1	Bottle Religious Oils (plastic only)
1	Religious Text
2	Prosthetic Devices (if required)
8	Personal Pictures (non-explicit)
5	Books (hard or paperback)
5	Magazines (non-explicit)
1	Radio (battery op only)
6	Batteries (AA or AAA)
2	Sheets (Facility issue)
1	Blanket (Facility issue)
1	Bedspread/comforter (Facility Issued)
1	Pillowcase (Facility issue)
1	Pillow (Facility Issue)
1	Combination Lock (Facility Issue)
1	Smart Phone (Cell Phone)
1	Tablet (MUST Register)
1	Pocketbook – Only one zipper allowed
1	Mesh or Clear backpack – no zippers

CONTRABAND

Definition of contraband:

Contraband is defined as a product, substance, or material that is illegal, immoral, or a violation of DOC, PBPP, and Philly House regulations. All contraband will be confiscated and discarded as deemed appropriate by

Management. Any contraband uncovered on the premises of the facility will be seized and secured immediately. All contraband seized will be documented (what, where, and when contraband was found and photographed) in the program logbook, properly labeled, and stored in a secure location within the facility (ideally a locked cabinet within a locked office) or disposed of in an appropriate manner as detailed below.

Gaudenzia, understanding the need for a safe and secure environment, does not allow anything into any facility that would cause harm or jeopardize anyone's recovery, or may be detrimental to the facility. Examples of contraband include but are not limited to:

1. Weapons, to include, guns, firearms, knives, scissors, box cutters, ammunition, etc. (real, toy, replica, copy, etc.);
2. Unauthorized tools, explosives, corrosives, or flammable material (i.e., bleach, aerosols, etc.);
3. Dangerous or illegal substances to include synthetically manufactured drugs;
4. Controlled substances that are non-reported, non-prescribed, or outdated, as defined by the Controlled Substance, Drug, Device and Cosmetics Act, 35 Pa. C.S.A. §780-101 (April 14, 1972, P.L. 233, No.64), and drug paraphernalia;
5. Items that are meant for ingestion (to be placed in mouth and swallowed or smoked) that are not labeled, labeled improperly, whose ingredients are not listed in English, or that are otherwise unidentifiable.
6. Backpacks, bags, or lunchboxes with metallic parts, zippers, or multiple compartments and/or have hidden compartments;
7. Articles of clothing that cannot clear the metal detector (this does not include outerwear such as jackets or coats);
8. Metal cooking/eating utensils, metal tools, glass bottles, glass jars, oil/fragrance bottles
9. Personally owned unauthorized electronic/electrical items such as:
 - a. Televisions
 - b. Electronic cigarettes/vaping devices
 - c. SIM card(s) not installed in a device;
 - d. Hand-held video games;
 - e. Video game consoles (Xbox, Play Station, Wii, etc.)
 - f. Media players (DVD, VHS, BLU-RAY, etc.); and
 - g. DVDs, CDs, Blu-rays, VHS tapes, Cassette tapes, Video Game Cartridges, etc.
10. Loose smoking tobacco, loose chewing tobacco, and rolling papers;
11. Materials, literature, photographs, clothing, graffiti, and other items containing language or images relating to pornography, obscenity, nudity, drugs, alcohol, gangs, or containing languages or images that are offensive to another person's sex, race, religion, sexual orientation, or gender identity.
12. Cash or currency in excess of \$500.00
13. Another individual's identification cards, social security cards, social service cards, or credit/debit/charge cards;
14. Clearly marked property or materials belonging to another resident;
15. Facility issued or personal items otherwise approved but altered from their original approved condition;
16. Intoxicating beverages, intoxicants, or materials used in fermentation,
17. Bodily fluids and hazardous waste;
18. Items not approved for mail delivery to the resident or not approved for a visitor to introduce;
19. Any article/document specifically prohibited by state or federal statute, Department Policy, or regulation that would be used to perpetrate fraud. (i.e., Uniform Commercial Code);
20. All beverages, food, and condiments
21. Candles & Incense

Reentrants will receive a DC-957, BCC Confiscated items and Property Receipt any time suspected contraband is confiscated by a staff member. Depending on the seriousness of the contraband, the resident may be subject to disciplinary action and criminal prosecution.

Disposal of Contraband:

- Items which are contraband, but not specifically dangerous or illegal (such as cell phones at some programs) may either be given to a family member or friend, or at the program's discretion, stored by the program and returned to the reentrant upon discharge.
- For items of an illegal or dangerous nature (such as illicit drugs or weapons), the police will be contacted to collect and dispose of the item(s) appropriately.

PROGRAM RULES:

All reentrants transferred into the Gaudenzia Philly House shall be held responsible for adhering to basic house rules and procedures generated by Gaudenzia Philly House and PADOC/PBPP "Universal Set of Rules".

All reentrants are required to follow all program rules and procedures. The program rules are as follows:

1. All reentrants are required to maintain appropriate personal hygiene. When moving around in the facility, reentrants must be fully dressed in shirt, pants, footwear. Clothing with drug or alcohol slogans, gang connotations, profanity or sexual implications are not allowed. Wearing a hooded sweatshirt and/or sweater, with the hood up on the head is not permitted. **No gang related clothing, jewelry, or other paraphernalia is allowed**
2. The following personal attire is not acceptable outside of the housing unit or bathroom:
 - No hats, head rags, or skull caps are to be worn in the building at any time, except for religious purposes.
 - No sunglasses are to be worn inside at any time, unless prescribed by a medical professional with written authorization.
 - No slippers, flip flops, and all open toe shoes.
 - No tank tops are to be worn in the common areas of the facility.
3. House chores are the responsibility of all reentrants. These chores are assigned and are to be completed every morning and evening. You may not leave the facility until your living area and chore is completed.
4. All reentrants are required to keep their rooms and bathroom clean, neat, and free of clutter.
5. Reentrants are allowed to decorate their living area with personal belongings as long as the items are not considered offensive and do not cause damage to the facility.
6. All beds shall be made, and rooms clean by 8:00am or before leaving the facility. On weekends and holidays, the beds are to be made by 10:00am. On weekdays, you are not permitted to lay/sleep in your bed, between the hours of 8:00am and 2:00pm. Exceptions for work schedules must be made through your case manager.
7. The bed is to be made in the following manner: sheets tucked under mattress, blanket tucked over the sheet, pillow in pillowcase at head of bed.
8. All windowsills, base boards, and floors must be clean and clear of clutter. Nothing is to be stored on the bed or under the mattress. Windows and doors are to be kept free of all obstructions due to fire and safety considerations.
9. Besides your shoes, the only item allowed under your bed is a mesh laundry bag the only item that reentrants are permitted to hang on the bedpost is a mesh laundry bag.
10. Towels and wash cloths are to be neatly folded on the bed rail at the foot of the bed, facing the wall.
11. You are not to switch bed assignments without the approval of a manager.

12. Respect the needs of privacy of other reentrants. No entry into another reentrant's room.
13. Your ID card must be visible and always worn above the waist.
14. Obtain staff approval before leaving the facility and properly sign in and out.
15. Call the facility when required to do so.
16. Must be on time for all Case manager meetings and groups. No walking out of scheduled activities without staff permission.
17. Follow visitor policy and ensure guests follow visitor policy.
18. Failure to turn in prescription and over the counter medications to staff / Expired medications and loose pills are not permitted in the facility.
19. Stealing will not be tolerated.
20. No resident will exert control over another resident.
21. No feet on furniture or tilting back on chairs. No sitting on stacked chairs.
22. No threats or acts of physical violence.
23. No running, horseplay or yelling allowed in the facility.
24. No unauthorized cell phones or tablets allowed in facility. No talking on cell phones in hallways, and no face time in any common area. No answering, texting or talking on cell phone during individual or group meetings. No talking on another reentrants cell phone.
25. No littering in or outside of facility.
26. No food or drinks – except water – are allowed in your living area. Only one (1) water bottle per person
27. At no time shall there be any monetary transactions/money transfers between staff, volunteer or another reentrant.

COUNTS:

Counts are made several times daily at random and as scheduled. There are three (3) standing counts per day. During the standing count you are required to stand next to your bed. To accurately complete this activity, reentrants are required to return to their housing area in an orderly and timely fashion and remain in their room until the count is cleared. Reentrants who are not in their assigned rooms are out of place for count. During counts no one is permitted to sign in or out of the facility.

FACILITY CURFEW

All reentrants are to be awake, out of bed no later than 7:30am weekdays and 9:30am on weekends and holidays. The only exception to this rule is for reentrants who return to the facility from work after 11:30 p.m. the previous night. Reentrants returning after 11:30 p.m. will be allowed eight hours from the time they return to the facility before having to be out of bed.

LIGHTS OUT

All lights are off in all rooms at midnight, Sunday through Thursday and no later than 1:00 a.m. on Friday and Saturday. Day rooms is off limits at 11:30 pm Sunday through Thursday and 12:30am on Friday and Saturday.

DRUG/ALCOHOL TESTING:

The urinalysis will be done on a random basis. Urinalysis will be collected as required by our contract, upon suspicion and late return from approved movement. Reentrants directed to submit a urine sample will have two

(2) hours to comply. Once you have been directed to submit a urine, you will not be allowed to go back to your room and will have to stay in the assigned area specified by staff. Refusal to submit a urine sample within two (2) hours will result in the appropriate action taken.

Alcohol testing will be done each time you enter the facility and upon suspicion. Reentrants directed to perform a breathalyzer test must immediately submit. All positive breathalyzers and urinalysis reports will result in a disciplinary report.

SEARCHES AND SEIZURES:

Searches of persons, personal areas and the facility may be conducted at any time without notice, for the purpose of controlling and preventing the introduction and concealment of contraband. Items that are not the property of the person being searched will be confiscated until such a time as proper ownership may be determined. Any item deemed inappropriate by staff can be confiscated.

Staff will routinely, randomly or upon suspicion conduct searches of persons, personal areas, and/or the entire facility. You shall follow the directions given by the staff member conducting the search. Refusal to submit to a search or interfering with a search in progress will result in disciplinary action and may result in termination.

All confiscated contraband will be placed on a property custody receipt and referred to the management for further processing.

Pat Searches

All persons entering the building will be required to clear a metal detector and subject to a pat search. Pat searches can occur at any time and in any area of the facility by staff.

When you are pat searched, you must:

1. Remove all outer garments (jacket, coats, shoes, etc.)
2. Empty all contents from your pockets and place them in the "Property Bin."
3. Stand still with your feet apart and arms extended outward, palms upward, and remain motionless during the search procedure.
4. Remove shoes and hand them to the inspecting security monitor.

Searches of Housing Units

Staff will routinely conduct searches of housing units. When conducting the search, all precautions will be taken to avoid damage to any items. Reentrants do not have to be present for staff to search your area nor do they have the right to refuse a search of their property.

Shakedowns

To ensure a drug-free and clean environment, a general shake-down will be conducted on a random basis. Shakedowns may include the use of K9 drug detection unit. For safety precautions this procedure may be done without you being present.

You are encouraged to ask questions of staff on any matter for which you are uncertain to avoid misunderstanding and/or possible disciplinary problems. You are responsible for checking bulletin boards daily for notices and assignments.

CURFEW VIOLATIONS:

Reentrants that fail to return to the facility by their designated time are subject to disciplinary action. Reentrants are advised to call the facility if unable to return by their designated time.

ABSCONDS/ESCAPES:

Parolees that fail to return to the facility by your scheduled return time from a pass, or if you are absent from the facility without authorization, you will be considered an absconder.

If you are in the STDP and fail to return to the facility by your scheduled return time from an authorized pass, or if you are absent from the facility without authorization, you will be considered an escapee.

RESTRICTION & RESTORATION OF PRIVILEGES:

At residential programs, privileges may be restricted and/or revoked for not following the program rules or procedures, and ongoing disciplinary action taken for failure to comply.

All rule violations will be addressed in accordance with Community Corrections – Universal Set of Rules – Response Matrix. Reentrants that violate any rule identified in this handbook or the Universal Set of Rules are subject to disciplinary action, including termination.

All rule violations will be reported to PADO and PBPP. Major infractions will result in a parole conference or unsuccessful discharge. Minor rule infractions usually result in an In-House sanction. Sanctions for minor infractions include, but not limited to: verbal reprimand, extra detail, writing assignment related to the infraction, and loss of social passes. However, Reentrants with repeated infractions who establish a pattern of ongoing behavioral issues and do not demonstrate that they are responding to clinical interventions will be referred to a parole conference.

FAMILIARITIZATION WITH PREMISES:

Gaudenzia Philly House is located on the eighth floor of 1306 Spring Garden Street, located in Philadelphia, PA. We are conveniently located within walking distance to various modes of transportation. Philly House has a day/group room, laundry room, and a courtyard available during recreation periods. The rooms on the housing units vary in size, from four to 8 persons per room with two community bathrooms. The facility is also handicap accessible.

Meals

Philly House offers three (3) meals per day and snacks. If you require a special diet, please see staff for medical or religious purposes see staff to complete the appropriate paperwork. Accommodation will be made for medically documented diets. Reentrants are not allowed to bring food, beverages or condiments into the facility.

Meals are provided for reentrants that have authorized movement for work, job search, medical, treatment, and official business during mealtimes. Bag lunches and Dinner trays are available for reentrants that return to the facility after meal service.

FLOOR PLAN:

Please refer to floor plans and evacuation routes posted in each area of the facility.

ADVANCE DIRECTIVES – PSYCHIATRIC AND MEDICAL:

An Advance Directive is a legal document that a person can create to state their preferences regarding mental or physical health for a time in the future when they cannot make those choices known. Interested reentrants can request information from Gaudenzia staff.

COR PLANNING & REENTRANT PARTICIPATION:

Your primary case manager will work with you to complete a COR Plan based on your personal Strengths, Needs, Abilities, and Preferences (SNAP). COR Plans include your personal objectives and goals as well as addresses any significant changes or needs in your life. They are created in the beginning of your treatment and

updated once regularly based on your progress toward goals and target dates. Plan updates are completed with input from you, your case manager, and probation officer.

COURSE OF STAY

CASE MANAGEMENT

Your case manager will be responsible for managing and monitoring the reentrant's program participation. The assigned Case manager will help the reentrant identify special needs such as, vocational training, interpersonal relationships, mental health, financial etc. The Case manager develops an individual treatment plan with the reentrant, provides individual and group counseling to monitor goal attainment, along with program participation, and makes case presentations on Reentrants to the treatment team on an as needed basis. The Case manager is the reentrant's primary liaison to the various departments at the facility.

INDIVIDUAL COUNSELING/COR PLANS:

Case managers will meet with individuals weekly to review their individual treatment plan, to discuss any issues that may arise, and to follow up on goal achievement. During the mandatory individual counseling session, the reentrant should be made aware of his progress or lack of progress through the review of his monthly evaluations.

EMPLOYMENT:

All reentrants are expected to secure full-time, unless physically disabled. Job Search is permitted up to (5) days per week. If unable to secure employment after four weeks of job search, the Case manager will address job search difficulties; develop a plan of action and assist the reentrant to gain employment.

SCHOOL/ VOCATIONAL TRAINING:

During the process of developing the Individual COR Plan, the primary case manager will assess the reentrant's aptitude and interests and determine if the reentrant has marketable work skills. In the event the reentrant is in need of vocational training it will be included in the prescriptive plan with a time frame for participation. The time frame will be determined by the length of the training program, how near a reentrant is to release, and what he needs to qualify for the vocational program. If applicable, the reentrant may be referred to an approved program.

COMMUNITY SERVICE:

Community Service is a mandatory component of this program. All Reentrants are required to complete 10 hours of community service per month. Community Service hours will be monitored by your Case Manager. Participating in a community service activity affords you an opportunity to gain job experience, network and give back to the community.

FISCAL RESPONSIBILITIES:

All employed Reentrants are required to submit their paystubs on payday. Reentrants are encouraged to pay all required fines, restitutions, and court costs as stipulated.

UTILITY/SOCIAL PASSES

Utility passes are granted to allow reentrants to secure personal items to make their transition smooth.

Social passes are granted as a positive affirmation for behavior and/or conduct of the resident that is considered positive. This may be special projects, achievements, or simply consistency in program participation.

The time allotted for utility and social passes will be determined by your case manager. All requests for a utility or social pass must be submitted during your weekly meeting with your case manager or as instructed.

PHASE MOVEMENT

Reentrants move along the phase system depending upon behavior program participation and progression toward goal attainment,

PHASE I – ORIENTATION:

Orientation Phase will last up to seven days. This phase will consist of intake, program orientation period, assessment and evaluation, treatment programming, and ID collection. Reentrants will be moved out of this phase once there has been retention of the material presented and adequate time to assess the individual's needs. Social passes for this phase are limited to one 4-hour pass for personal items.

PHASE II – JOB SKILLS/JOB SEARCH/EDUCATIONAL:

This phase allows reentrants to job search, work and participate in educational/vocational opportunities. When reentrants have obtained gainful employment, they are mandated by the Department of Corrections to pay 20% of their net wages towards rent, 10% towards their saving and pay additional funds that is agreed by county courts agreement for their court cost and fines, penalties, or restitution). Progression from Phase II to Phase III will be based on continued employment or participation in vocational/educational program and compliance with all required programming. Limited social passes can be earned in this phase, if determined that you are making a sincere effort to obtain employment and meet program requirements.

PHASE III – EMPLOYMENT/REINTEGRATION:

This phase consists of those who have been working consistently or attending an accredited school. Individuals in Phase III will work full time outside the facility or attend school full time. Reentrants will also be required to meet with their Case managers two (2) times per week. Social passes for this phase are determined by your case manager and supervising parole agent.

SCOPE OF TREATMENT SERVICES:

Philly House does not provide treatment services; however, reentrants will be referred to appropriate community-based resources.

ACCESS TO HEALTHCARE:

Reentrants of Gaudenzia Philly House have unimpeded access to healthcare. Health care can be accessed through personal doctor or various healthcare providers in the community. If you need medical/dental/ or mental health services, see your case manager or any facility staff for assistance.

Reentrants are required to pay for their own medical bills through:

- Employer paid health insurance
- Publicly funded health insurance (Medicaid)
- Public clinics
- Their own funds or private insurances

Resident Experimentation Participation

Reentrants are strictly prohibited from participating in any medical, pharmaceutical, or cosmetic experimentation. Gaudenzia will not volunteer any resident to be part of such a program. This prohibition does not prohibit treatment of a resident by his physician with a new medical procedure, after a full explanation of the positive and negative features of the treatment.

REENTRANT DAILY SCHEDULE:

Reentrants are expected to be present, on time, and participate in all aspects of programming and activities as outlined in the schedule. While the schedule is very structured, it may be flexed according to program needs with the approval of the Supervisor in charge or the Director. Copies of the schedule are posted and available.

VISITATION GUIDELINES:

Gaudenzia Philly House is your home; you should not let anyone disrespect it. These guidelines are for your protection as well as the protection of your other family members. Every effort will be made to keep Philly House environment safe and drug-free

All visitors must be pre-approved by the reentrant's primary case manager, supervisor, or director. Visitor failure to comply with the following guidelines will result in revocation of visitation privileges:

1. Only 2 adults may visit at a time
2. All children under 12 must be accompanied by an adult
3. All visitors must present a photo ID upon their arrival at the facility
4. No visit may last for more than 2 hours
5. No physical contact is allowed during visits. Reentrants will be allowed to embrace at the beginning and end of each visit.
6. All visitors must be properly dressed – Guidelines are posted
7. No cell phones with camera or internet capabilities, pagers, or other contraband are permitted to be brought into the facility
8. No one that appears to be under the influence of drugs or alcohol will be permitted entrance into the facility.
9. All visitors are subject to a search upon entering the facility. All Reentrants will be searched upon their visitor departing prior to returning to the housing unit.
10. No one *currently on local, state, or federal probation or parole may visit the facility, including former Reentrants of the facility*

DROP OFFS are allowed within your first 72 hours of arrival, between 9a – 5pm. Any additional drop-offs are allowed on Tuesday from 7pm- 8pm on Tuesday and Saturday from 1pm-2pm, with permission from your case manager.

Special Visits

Special visits consist of clergy, medical doctor, lawyer, social service agencies, family member who are from out of town and who need to meet reentrants after non-visitation hours. You must fill out a reentrant request form with the name, relationship, time and submit it to the Director or designee for approval.

Legal Rights/Access to Counsel

All Reentrants have the right to have access to a lawyer and/or legal materials. A special visit or authorized movement can be granted if you need to meet with your attorney or conduct legal research regarding your current case. In order for staff to make the appropriate arrangements you must complete a Reentrants Request Slip and submit to your case manager.

MAIL, MONEY, AND PERSONAL ELECTRONIC DEVICES (PED):

A. Mail and Money

Reentrants of Gaudenzia Philly House are prohibited from sending or receiving mail from any State or Federal Institution unless approved by Warden of the Institution. Incoming mail may be asked to be opened in the presence of a staff member with the exception of a privileged correspondence, i.e. mail from the courts, attorneys and government officials to ensure that no contraband gets into the reentrant community. Outgoing mail may be mailed by reentrant. Upon release we suggest that you complete a change of

address form with the United States Postal Service. All mail received after your release will be returned to sender unless you complete a Request to Forward Mail.

Reentrants are allowed to have money in their possession, however, no more than \$100.00 at a time.

B. Personal Electronic Devices (PED):

Reentrants are allowed to have PED. This includes cell phone, laptop, and tablet – unless the PBPP Board Action/Conditions Prohibits. Prior to receiving authorization to keep your PED, reentrants must sign the Bureau of Community Corrections PED agreement. All PED must be registered when you initially bring into the facility with the House Manager. If you change your cell phone number or your PED becomes inoperable you must immediately notify the house manager or your case manager.

Reentrants cannot make or receive personal calls on staff office phones. All personal calls should be made on your personal cell phones. However, in the event of an emergency reentrants will be given permission to use facility phone.

MOTIVATIONAL INCENTIVES:

We believe in offering incentives in order to help you motivate yourself to make positive and healthy choices and changes in your life. These vary by program, but can involve special activities, privileges, or recognition of your achievements, and are meant to help give you an extra reason to work toward your goals.

EXPECTATIONS OF COMPLIANCE WITH LEGAL/COURT STIPULATIONS:

Gaudenzia expects that persons with legal stipulations to treatment will comply with all legal conditions to include consent for staff communication w/ courts and entities holding legal oversight. Reentrants should also abide by sentencing mandates such as payment of fines.

CASE MANAGEMENT ASSIGNMENT:

Based on your needs a highly qualified case manager will be assigned to help you throughout your treatment process. Your primary case manager will be the person you work most closely with during your stay here in Gaudenzia.

TOOLS OF THE ENVIRONMENT & ASSIGNMENTS:

During your placement, you will participate in a number of activities. Though the frequency of activities will vary, the following activities are important to help us grow emotionally and intellectually.

Seminars – Educational groups designed to stimulate thinking, broaden perceptions, and exchange ideas and opinions about a wide range of topics from addiction to comprehensive strategies for healthy living.

Morning Meeting - A group where an attitudinal tone/mood and goals are established for the day. This group format includes readings; reentrant presentations and skits; opportunities to openly discuss problems and provide feedback; self-evaluation, treatment progress, and need for recovery; positive peer input or “push-ups”; means to solicit help to initiate positive change.

House/Community Meeting – A meeting where the community can discuss specific events, trends or problems occurring in the environment, or be informed of issues related to the community/process.

Specialized Groups – Groups with a narrow focus designed to address special reentrant needs or characteristics such as criminal thinking/behavior, job readiness, disease progression, life skills, feelings, and domestic violence groups.

Structured Recreation – Collective activities, which can include exercise, games, or other specialized events. Reentrant participation may be limited if medical restrictions are ordered by the physician or nurse.

Orientation Sessions – Groups designed to inform and explain the meaning, purpose, expectations, and theories pertaining to the terminology, policies, and procedures in the program environment and operations.

Group Rules:

1. Group members shall conduct themselves in a way that shows respect towards their peers and the group facilitator/case manager and reflects their commitment to achieving personal growth and contributing to others' growth.
2. Reentrants shall always comply with the directions of the group facilitator/case manager and abide by the "Group Norms" which are read prior to each group.
3. Reentrants may not leave the group unless approved or directed to do so by staff. Personal needs should be addressed before the group starts.
4. Cross-talking, side-talking, insulting/demeaning others, profanity, sleeping, or other disruptive behavior is not permitted.
5. Members shall respect the confidentiality of all participants. Information disclosed in a group should not be taken outside of the group, except to inform staff of emergency or serious, imminent danger.

We are here to help in any way you might need!