

**ADMISSION SUPPLY LIST**

- **DO NOT** bring girl/boyfriends, friends, siblings or pets to ACT at time of admission. They will not be allowed to participate in the admission process.
- All personal property is thoroughly inspected by a staff member at admission including the use of an electronic wand.
- All personal property (clothing and shoes) are submitted to high heat for sanitation purposes
- **Do Not** bring clothing or shoes after admission unless prior approval from case manager has been given
- Any personal belongings left at ACT 30 days after discharge will be disposed of. We will NOT be responsible for shipping any items left at ACT.

**Client Dress Code**

The dress code requires that all clients be fully clothed, with shoes on, when exiting their room. Pants or shorts will be worn at the waist. Shirts/tops cannot be tied, rolled, or altered in anyway.

Quantity	Prescription Medications at Admission	<b>These items are NOT permitted</b>
<b>28 day supply</b>	Prescription(s) in <b><u>bubble/blister/punch card packed from pharmacy</u></b>	<p><b>No capsule medications will be allowed into facility UNLESS they are bubble/blister packed from pharmacy.</b> (Bring the prescription bottle/capsule medication for re-order.)</p> <p>narcotic pain medications, benzodiazepine or Ambien (or similar sleep medication). Please have your physician taper you off these medications prior to admission. (<i>Exception: Ativan may be approved if used only for seizure conditions.</i>)</p>
<b>OR</b>	<b>OR</b>	
<b>refills must be available</b>	Written prescription(s)	
	<b>OR</b>	
	Supply prescription bottle(s) (for verification of medication name, prescribing doctor, dosage, refills available) which will allow ordering of medications by ACT (this option may delay medication.)	

Quantity	Needed Clothing Items (7 day supply including those worn)	<b>These items are NOT permitted</b>
7	Tops ( <i>shirts, t-shirts - loose fitting, long and/or short sleeve</i> )	tanks tops, camisoles, sleeveless, see through, tube tops, V or scooped necked, inappropriate sayings, band/concert shirts, weapons, drugs, sexual contents, holes or rips, tight fitting.
1-2	Sweatshirt/Sweater	inappropriate sayings, band/concert shirts, weapons, drugs, sexual contents, holes or rips
7	Bottoms ( <i>jeans, long shorts, sweat pants, capris, joggers</i> )	yoga, leggings, lounge/pajamas, holes or rips, tight, anything written across the seat area, or above the knees
1	Belt	large buckles
7-10 each	Underwear, socks and bras	thong underwear
1-3	Sleepwear, pajamas	see through, tank tops, sleeveless
1	Coat/Jacket/Stocking Hat ( <i>cooler weather</i> )	baseball/cowboy hats, bandanas
1-2	Tennis shoes ( <i>1 pair for indoor use only /1 for outdoor use only</i> )	boots, sandals, house shoes, flip flops

**Washer/dryers/laundry soap are available - clients will do their own laundry once a week**

Quantity	Needed Hygiene Item	<b>These items are <u>NOT</u> permitted</b>
		perfume, cologne, body sprays, aftershave, mouthwash, fingernail remover/polish, aerosol products, electrical/battery devices, metal bobby pins or elastic bands, sharpeners, Q-tips, nail clippers.
1	Bath Soap or Body Wash	
1	Deodorant (stick or roll-on)	aerosols
1	Shampoo	
1	Conditioner (optional)	
1	Toothbrush and toothpaste	
1	Brush and/or Comb or Pick	metal or pointed handles
3-4	Disposable razors	
1	Shaving Cream	
1	Gel and/or hairspray (optional)	aerosols
5 pieces	Makeup	glass containers or mirrored compacts
	Feminine Products ( <b>Unopened</b> Tampons/Pads)	opened boxes

Quantity	Jewelry/Piercings	<b>These items are <u>NOT</u> permitted</b>
None	<b>Must</b> be removed prior to arrival	watches, bracelets, necklaces, rings, earrings, all piercings, plugs, stud, tapers, spacers, etc.

	Miscellaneous	<b>These items are <u>NOT</u> permitted</b>
	Clients are responsible for voluntarily handing over all contraband brought into the facility on their person or in their belongings. Contraband includes, but is not limited to, cigarettes, drugs, alcohol, knives, weapons, paraphernalia, etc. Client and clothing will be electronically scanned for safety and security.	alcohol, drugs, paraphernalia or weapons including pocket knives, box knives, or sharpened items.  drugs/alcohol of any kind.  <b>tobacco/nicotine products</b> – Regardless of age, clients are not allowed to use any tobacco/nicotine or vapor products or associated items. Also, no nicotine patches, gum, lozenges, etc.
		phone, chargers, radios, clocks, money, tokens including AA coins, purses, billfolds, pictures/photographs, reading materials/books, paper, notebooks, spirals, journals, pens, pencils, markers, toys, stuffed animals, blankets, towels, bed linens, food, beverages, gum, candy, sports equipment, games, playing cards, etc.

## Communication Policies

### Phone Access

Client access to the telephone is restricted while clients are at the Adolescent Center for Treatment (ACT) to help maintain client focus on recovery and minimize negative outside influences. Clients may make a phone call on the third day. Please notify us if you use a pre-paid cell phone.

#### **Location/Days/Times:**

- Client phones are located in the ACT treatment dayroom area. Incoming calls for clients are **not** accepted.
- Daily during free time if the client is eligible for phone privileges
- Clients are allowed to make one 10 minute call per day depending on progress in treatment, compliance with program rules, and family involvement in treatment as well as family availability
- Clients are allowed to call only those individuals on their approved communication list – limited to parent(s) or guardian(s) or individuals approved by their assigned clinician. They may **not** call girlfriend/boyfriend/other peers
- All conversations must be positive in nature and not reveal information/news which may be upsetting to the client
- Clients who have phone conversations with any person not on their call list may be subject to a suspension of phone privileges

**Mail:** Clients may receive mail only from **individuals approved** by their assigned clinicians. Mail must be opened in the presence of a staff member to prevent introduction of contraband into the facility.

## Visitation/Parental Education Program

**Visitation/Family Education Activities** (All visitors must have a **Release of Information** form completed prior to visiting.)

**\*\*YOU MUST arrive 15 minutes prior to visitation/education or entry may be denied.**

**Parent Education\*\*** (Sunday afternoon) - **Clients are allowed visitation the first Sunday following admission.** Parents/Guardians who visit on Sunday are expected to participate in the education activity.

- 1:00—2:00 pm, **Spiritual Growth Opportunity** (can be attended by approved parent/guardian with client)
- 2:00—3:00 pm, **Family Visitation** (Approved visitors are expected to attend Family education visitation)
- 3:00—4:00 pm, **Family Education (parent without client)**

*\*schedule is subject to change.*

**Family Night\*\*** (Wednesday evening) - **Clients WILL NOT participate in Family Night activities during the week of their admission.**

- 6:00—6:30 pm, **Family Visitation:** Only approved parent/guardian(s) who are participating in Family Night activities are allowed to visit clients. This brief visit provides the family with an opportunity to socialize and is designed to allow flexibility in arrival time, so that activities can begin *promptly* at 6:30.
- 6:30—8:00 pm, **Family Education/Multi-Family Counseling:** Clinical staff present information about chemical misuse and recovery issues. Families are provided, in a supportive environment, the opportunities to discuss problems and feeling they may be experiencing as a result of chemical misuse situations.

### Guidelines:

- **Visitors are limited to 3 per client and only those approved. Girlfriend/boyfriend/peers are excluded.**
- **Visitors are asked to bring in ONLY their ID's, and keys.**
- **Visitors must be appropriately attired.**
- **We ask that all conversations be positive in nature**

**Family Counseling:** Sessions are scheduled by the client's clinician. (on site/by phone/secure video link)

**Special Visitation-Holidays\*\*:** On the following holidays: New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas there is special visitation from 2:00 – 4:00 p.m.

**\*See ACT Admission Handbook for full policies/info**