



## **ADMISSION INFORMATION GUIDE**

The following is a guide for Community Case Managers and/or referral agents in conjunction with other professionals in collecting helpful information regarding your client. Agencies unfamiliar with the Motivational Assessment Process (MAP) may contact this office.

### **CONFIDENTIALITY:**

- Ensure confidentiality is discussed with the client
- Ensure to provide the appropriate release of information for the exchange of information

### **PRESENTING PROBLEM:**

- Who has referred the client
- Why has the client been referred
- What is the client's belief surrounding the referral for assessment and referral

### **ALCOHOL & DRUG USE HISTORY:**

- Use history: drug(s) of choice and experimentation, age of initial use, frequency
- Previous treatment and detox
- Periods of abstinence
- Date of last use

### **MEDICAL AND MENTAL HEALTH HISTORY:**

- General health – acute or chronic medical conditions
- Complete written medical history/physical including blood work, HIV, Hepatitis B & C, urinalysis
- Present medications, reason and duration
- Diagnosis – include any psychiatric and psychological reports
- Psychiatric hospitalizations – dates and circumstances
- Suicidal thoughts or attempts
- Abuse (emotional, physical, sexual) – Past/Present? Therapy?
- Anger / violent behavior

### **FAMILY LIFE:**

- Outline family or partnership dynamics
- History of involvement with Social Agencies (i.e. DCR)
- Housing arrangement
- Child-care arrangements

### **SOCIAL LIFE:**

- Outline support systems that are in place
- Recreation – leisure interests

### **EMPLOYMENT/EDUCATIONAL FUNCTIONING:**

- Main source of income
- Problems at work or school
- Last grade completed
- Any limitations/reading/disabilities affecting comprehension

**LEGAL INVOLVEMENT:**

- Current legal charges/orders or undertaking
- Copy of Pre-sentence/pre-disposition report
- History of violence

**SPIRITUAL/CULTURAL HISTORY:**

- Identify specific needs

**RECOVERY HISTORY & ASSESSMENT:**

- How did the client present at time of assessment (i.e. co-operative, defensive, alert, etc.)
- Client's appearance at time of assessment (i.e. neat & clean, eye contact, etc.)
- Include any screening tools that were administered
- Client motivation (i.e. readiness for treatment, stage of change, stage of recovery, etc.)

**TREATMENT PLAN:**

- Type of treatment required and primary goals for treatment
- Referral to self-help groups
- Plan for follow-up sessions
- Issues to be addressed in treatment
- Referrals to treatment and others

**CONFIRMATION OF ADMISSION WILL BE DONE ONCE ADMISSIONS RECEIVES ASSESSMENT AND MEDICAL INFORMATION.**

- Admissions will contact the Community Case Manager / referral agent with a specific date and time for admission
- Please contact Admissions if a particular circumstance changes:  
Karen Floyd at (306) 695-2251

“Working in partnership to assist individuals and families with recovery from chemical dependency”.

Please forward completed assessment to:

Karen Floyd  
Clinical Supervisor  
Pine Lodge Addiction Recovery Inc.  
P.O. Box 457  
Indian Head, Saskatchewan S0G 2K0  
Phone: 695-2251  
Fax: 695-2514  
Email: [karen.pinelodge@sasktel.net](mailto:karen.pinelodge@sasktel.net)



PHYSICAL EXAMINATION FORM FOR ADDICTION INPATIENT TREATMENT

Name: \_\_\_\_\_ Health #: \_\_\_\_\_ DOB: \_\_\_\_\_

Return to: Pine Lodge Addiction Recovery Inc. Box 457 Indian Head, Saskatchewan S0G 2K0 Phone: 306.695-2251 Fax: 306.695-2514

Vital Signs:

B.P.: \_\_\_\_\_ HR: \_\_\_\_\_ Resp: \_\_\_\_\_ HT: \_\_\_\_\_ WT: \_\_\_\_\_ Temp: \_\_\_\_\_

Table with 5 columns: Normal, Abnormal, Not Assessed, Specify Abnormalities. Rows include Skin, Head, Eyes - General, Eyes - Fundoscopy, Ear & Nose, Mouth, Neck, Cardiovascular, Respiratory (Thorax), Abdomen, Lymphnodes, Extremities, CNS - Gait, Level of Consciousness, Cranial Nerves, Neuro-Reflexes, Motor & Sensory, Breast/Genital/Rectal.

Medications (include OTC drugs) \_\_\_\_\_

Allergies (describe reaction) \_\_\_\_\_

Past medical History \_\_\_\_\_

Current Occupation \_\_\_\_\_ Smoking \_\_\_\_\_ Alcohol \_\_\_\_\_

Routine Pre-Admission Lab Work CBC Lytes/BUN/CR F.B.S. (Spot okay) Liver Function Test HBSAG/B/C Routine Urinalysis

Diagnosis and Proposed Management: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



P.O. Box 457  
INDIAN HEAD, Sask.  
S0G 2K0

Telephone: 1-306-695-2251 - Fax: 1-306-695-2514  
Email: [pinelodge@sasktel.net](mailto:pinelodge@sasktel.net)

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## PRELIMINARY CONTACT INFORMATION

### Check in time is between 8:30 a.m. and 10:30 a.m.

- BRING:** - Housecoat and slippers (shoes must be worn in building at all times)
- Toiletries including soap, shampoo, toothpaste, etc. (alcohol free)
  - Change of clothing for (7) seven days (laundry facilities are available to patients once a week)
  - Sufficient laundry soap and softener/dryer sheets for (4) four weeks
  - Change or calling cards for use in pay phones
  - Proper clothing and footwear for outdoor walks
  - AA Big Book and NA Text. These are available for purchase at Pine Lodge (\$20.00 each) (Only AA or NA literature allowed while in treatment)
  - Writing materials, ie. notebooks, binder, pens, pencils, and highlighter
  - No more than \$100.00 on person please
  - If taking prescription medicine please bring enough for your 28-day stay and please have all medications bubble packed. **This is mandatory**

Staff reserves the right to examine all luggage.

Pine Lodge supplies sheets, blankets, towels and pillows.

On admission, all patients' prescriptions and over-the-counter medications will be turned over to staff. Please ensure that you have enough of your required prescriptions filled to last for the full 28 day treatment.

Patients are required to pay for prescriptions, books and all personal consumables such as tobacco or cigarettes while in treatment. It is advisable to bring enough money to cover such things.

Treatment generally consists of a four-week program, which may be extended if necessary. There will be no passes during the treatment process.

It is recommended that patients coming into treatment leave valuables such as jewelry, etc. at home as bedrooms are not equipped with locks.

No visitors will be allowed during the first week (7 days) of treatment. The same rule applies to phone calls. There will be no in-coming or out-going phone calls allowed during the first 7 days.

Visiting hours after the first 7 days of treatment are Saturday, Sunday and Statutory holidays from 2:30 p.m. to 4:30 p.m. All visiting must be done on Pine Lodge premises.

Patients are advised that the night staff of Pine Lodge make bed checks during the night, every night.

Karen Floyd  
Clinical Supervisor

# HOUSE RULES

Staff reserves the right to examine incoming luggage and do room checks. Addictions Attendants do room checks on weekends, evenings and night shifts.

- All prescriptions and/or over-the-counter medications brought in must be turned over to Intake upon admission. Where appropriate these will be dispensed as per doctor's orders. This includes all analgesics, nasal sprays, eye drops, laxatives, etc.
- There will be absolutely no use of illicit substances, unauthorized prescription drugs or alcohol while in treatment.
- Clients are responsible to keep rooms clean and tidy. This includes storage of clothes, sweeping and making the beds. Beds are to be made before 8:30 am weekdays and before 12:15 pm weekends and statutory holidays.
- Clients are to be fully clothed at all times. Pajamas, lounge pants, housecoats, etc. will not be considered appropriate attire for lounging. Shoes/slippers are to be worn in the building at all times. Sweat pants are acceptable. Leggings and yoga pants need to be worn with shirts that cover your bottom.
- Clients are expected to perform daily personal hygiene and maintain an acceptable standard of personal hygiene.
- Shorts will be permitted provided they are no shorter than 3" above the knee while sitting.
- Sleeveless t-shirts are allowed. No spaghetti straps. No tank tops, tube/halter tops or slang or drug/beer logo shirts allowed.
- Hats, hoods and sunglasses not to be worn inside. When outside hats must be worn with the bill forward, not backwards or sideways.
- Romantic and/or intimate relationships are not permitted.
- **No physical contact allowed.** This includes hugs, high fives, fist bumps, etc.
- Clients are not permitted to be in any bedroom other than their assigned bedroom for any reason whatsoever. Violation of this rule **MAY** necessitate discharge from treatment.
- Sexual interaction will necessitate discharge from treatment.
- **No smoking in the building.** Smoking is permitted outside on the patio at the side of the building, **Not** on the front step. Violation of this rule **MAY** necessitate discharge from treatment. Smoking and patio curfew – Sunday to Thursday 10:45 pm, and Friday and Saturday and Statutory Holidays 12:45 am. Clients must wait an hour after going to bed before getting up for a smoke. Vaping is not allowed at Pine Lodge.

- Lights out at 11:00 pm on weekdays and 1:00 am weekends and the day before STAT holidays. Earliest wakeup call is 5:00 am during the week and 7:00 am on weekends and statutory holidays. Quiet time in residence is 11:00 pm – 6:30 am. If you need to be up in the night (other than for bathroom) advise the night staff. No lights on in dining room area before 6:30 am.
- Bedroom windows may be left open unless outside temperature drops to –20 degrees. If air conditioning is on and your window is open the bedroom door must be closed.
- Isolating is not allowed. This includes napping, lying down, reading and doing assignments in your bedroom.
- When leaving the property for walks a three-person buddy system will be in effect at **ALL TIMES**. All clients are required to leave and return by the front door and sign **THEMSELVES** out and back in. **Everything that is purchased** must have a receipt and be checked by staff upon returning. Walking and smudging curfew is 10:45 pm every night.
- No coffee before 5:00 am (smoke, snack, drink is permitted).
- No gambling or variations thereof will be permitted.
- Beginning Friday evening, after the last scheduled activity, cards, board games, coloring / drawing, no contact sports etc. are allowed on weekends and statutory holidays.
- Clients are required to be on time and participate in all scheduled activities to their completion. This includes the kitchen work details. Everyone must stay in the kitchen area until they are complete. Clients are to go by the clock in the room they are to be in for the activity.
- All required drug videos need to be watched before 11:00 pm of the first Sunday in treatment. It is the client's responsibility to inform the staff which videos they have watched and which still remain to be watched.
- All other required videos must be completed as per your treatment plan.
- Information shared in group **MUST REMAIN CONFIDENTIAL**. Violation of this rule **MAY** necessitate discharge from treatment.
- All staff are required to pass on critical information to the clinical team members. Pine Lodge staff are bound by law to report cases of child abuse, self-harm and harm to others to authorities.
- Clients are not allowed visiting privileges or telephone calls (in or out) for the first seven (7) days of treatment and during client's family week (8:30 am Monday through to 4:30 pm Friday) unless authorized by counsellor and Clinical Supervisor if required. Violation of this rule **MAY** necessitate discharge from treatment. Thereafter, **10-minute** telephone calls are allowed. There are 2 pay phones only for clients' use.

- Visiting hours are **Saturday, Sunday and statutory holidays** between the hours of **2:30 pm to 4:30 pm only**. Designated visiting areas are waiting room, auditorium, upstairs coffee room, boardroom, outside on the patio and gazebo and the Family Room during visitor hours only. Clients are permitted to go for a walk with visitors, to the park across from Pine Lodge and play sports as long as they use the three-person buddy system as per Pine Lodge definition. Intimate contact is not acceptable with visitors.
- Clients are not permitted to use office phones without permission by their counsellor and / or Clinical Supervisor.
- Clients will be expected to eat the meals that are prepared for the group. All food must be eaten at the dining room tables. If there is a problem with some foods, the patient is to discuss this with Intake and the cook. Junk food such as chips, soda pop, gum, confectionery items are not permitted (including during walks).
- AA/NA approved literature only. No non-program reading material.
- Cash and valuables not turned in for safekeeping are the sole responsibility of the client.
- Clients should have no more than \$100.00 on their person. If there is more than \$100.00 it will be placed in lockup.
- Clients will have access to their money between the hours of: **8:00 am to 4:30 pm – Monday to Friday** only.
- Pine Lodge will provide a lock up service. However, Pine Lodge assumes no responsibility for any loss that may occur.
- Clients receiving money on the weekend over \$100.00 must keep it on their person until Monday morning.
- Clients who leave on the weekend or evenings will have their money sent via mail the next business day.
- Credit/debit cards may be kept on person or in charting room lockup.
- It is the client's responsibility to obtain permission and a pass for activities outside of Pine Lodge.
- Clients will be required to attend Alcoholics Anonymous at the Indian Head AA Group on their last Monday night in treatment, unless restricted from doing so by their counsellor.
- Clients will not be permitted to loiter around or get involved in activities such as swimming, fitness club, other town / school parks, coffee at a restaurant, etc. while at Pine Lodge. Some of these activities are certainly very good, however your focus while here is to concentrate on your addiction and spend time-sharing with each other.

Pine Lodge has zero tolerance for physical or verbal abuse. Repeated disregard for rules will necessitate restrictions or discharges.

If you are unable or unwilling to adhere to these rules, please inform your counsellor or the Clinical Supervisor.

Staff will give direction, as situations arise, that are not covered specifically in these written rules.

Karen Floyd  
Clinical Supervisor