



YOUTH ORIENTATION INFORMATION

Welcome to the Dave Smith Youth Treatment Centre!

You have been (or will soon be) admitted to our live-in program in order to receive treatment for substance use as well as any other related issues. We know that coming here may have been a difficult decision for you and for all the people that care about your well-being. We also realize that being here has temporarily separated you from friends, family, and other important people in your life. Please know that our team is here to support you and to make your time with us as positive and as helpful as possible. **Treatment is hard work...but your health and happiness is worth the effort!**

The length of **live-in** treatment at the DSYTC is 3 months (90 days or 12 weeks) followed by the very important **continuing care** phase which lasts up to another 3 months. There is some flexibility in that some youth may want and need to stay longer (e.g., 1-month extension) whereas others may be able to complete the program a little sooner. The decision regarding live-in length of stay reduction or extension is based on your progress, clinical needs and personal wishes. Your active participation in the continuing care phase will be particularly important in helping you achieve long-term success.

Our goal is to provide a safe environment in which to promote positive and healthy choices and to help you develop knowledge and various skills that will serve you well into the future. Our commitment is to provide you the best available treatment possible. Members from our clinical team will provide you further details about the specific treatment you will receive as well as the structure of our program. **Please do not hesitate to ask us any questions you may have!** At the time of your admission we simply encourage you to take some time to settle in, meet fellow clients and staff and to adjust to your new surroundings.

Once again, welcome to the Dave Smith Youth Treatment Centre - we are looking forward to getting to know you and helping you and your family in any way possible!

Sincerely,

A handwritten signature in black ink that reads "Mike Beauchesne". The signature is stylized and cursive.

Mike Beauchesne, M.Ed., MBA, CCC
Executive Director
Dave Smith Youth Treatment Centre
www.davesmithcentre.org
A Safe Place For A Fresh Start...

IMPORTANT INFORMATION – PLEASE READ!!!

The following few pages will outline a number of important things about our program, including some key house rules and daily routines. We know that discussing expectations is not particularly enjoyable and can sound kind of harsh, but we do this so that everyone is clear about what type of environment we want to create together, and to ensure that everyone is treated with the respect they deserve. **Should you have any questions about the contents of this document, please just let us know.**

HISTORY

The DSYTC was established in 1993 as a result of the relentless efforts of a small group of people, led by the late Ottawa restaurateur and philanthropist, Dave Smith. The organization helped hundreds of youth and families each year as a Day Treatment program and in 2010, adjusted its mandate to deliver important live-in and aftercare treatment services.

ABOUT DSYTC

The Dave Smith Youth Treatment Centre (DSYTC) is a non-profit, live-in, and community-based charity that is dedicated to helping youth (13-21) and families across Ontario overcome substance use, mental health and related issues and to achieve a healthier lifestyle. With separate evidence-based programs tailored to the specific needs of youth, it is the only Centre of its kind in Eastern Ontario.

Our **MISSION** is to provide effective treatment for substance use and mental health challenges, help youth heal and grow, and offer families hope.

Our **VISION** is changing lives, together.

Our **VALUES** are:

COMPASSION

We care deeply about the well-being of everyone connected to the DSYTC. We journey together towards hope, health and happiness.

GROWTH

We strive to do better by investing in our people, expanding our facilities and enhancing our services.

BELONGING

We are a safe and welcoming community, committed to equity, diversity and inclusion.

COMMUNITY

We embrace collaboration and teamwork – inside and outside the DSYTC.

PROGRAMS & SERVICES

The DSYTC is committed to providing evidence-based programming. Specific DSYTC programs and services include: comprehensive **assessment**, **live-in treatment**¹, post-live-in **continuing care** as well as **family services** (education, counselling, support). Programming also includes **academics**, **pro-social recreation**, **psychiatric assessment and support**² and **primary care** via a Nurse Practitioner.

CLINICAL PHILOSOPHY & APPROACH

Alcohol and drug addiction is not a character flaw or a moral failing as a result of a personal choice, but rather a **health condition** which is influenced by biological, emotional, psychological and environmental factors.

We have adopted a **10 Key Elements of Effectiveness** model in which each of the ten elements is satisfied by the use of evidence-based intervention or approach. DSYTC programming content was compiled with the aid of exhaustive research and expert consultation, and the chosen clinical approaches reflect up-to-date **evidence-based practices**, which are consistent with the goal of the DSYTC becoming a Centre of Excellence.

10 Key Program Elements:*

1. Assessment
2. Attention to Mental Health
3. Comprehensive Integrated Treatment
4. Family Involvement in Treatment
5. Developmentally Informed Programming
6. Engage and Retain Adolescents in Treatment
7. Staff Qualifications and Training
8. Person-First (Culturally Competent) Treatment
9. Continuing Care and Recovery Supports
10. Program Evaluation

*Source: *Drug Strategies Institute (updated in 2015)*

ADOLESCENT COMMUNITY REINFORCEMENT APPROACH (ACRA)

ACRA is at the core of our live-in treatment practice. Within ACRA, our clinicians use proven cognitive behavioural techniques to investigate and plan how **pro-social activities and the reinforcement they provide can and do replace the perceived benefits obtained by the use of alcohol and other drugs**. Clinical staff are trained and certified in a series of directive but non-confrontational therapeutic procedures designed to facilitate discussion, life skill acquisition and goal attainment.

1 *Trans and gender diverse youth* are supported in programming and specific treatment location placement is determined in consultation between the youth and DSYTC staff.

2 *Psychiatric assessment* availability is limited and is determined on a case-by-case basis. Please also note that psychoeducational assessments are not provided.

Within individual, group and family counselling sessions, ACRA addresses topics such as:

- Communication
- Problem Solving
- Pro-social Recreation
- Relapse Prevention
- Job Finding
- Anger Management

ACRA also incorporates structured sessions for caregivers, with a goal of enhancing relationship harmony and understanding between caregivers and their youth. Out-of-town caregivers can be linked by videoconference to participate in these caregiver sessions.

CLIENT RIGHTS & RESPONSIBILITIES

Mutual understanding, healthy communication and respect are important for any successful relationship – including the therapeutic relationship. As well, and particularly within a live-in treatment environment, the rights of an individual must be balanced by the collective rights of the group, and the achievement of challenging goals often requires joint planning and effort. We have prepared a formal **Statement of Client Rights and Responsibilities** which aims to accurately and clearly outline these rights and expectations.



As a client, you have the responsibility to:

Be Respectful

- Be respectful of other clients, volunteers, staff members and Centre property.
- Act and communicate in a considerate manner – including avoiding harassment and bullying as well as discrimination based on age, gender, ability, class, ethnicity and sexual orientation.

Actively Participate in Your Care

- Provide accurate and complete information to the Centre so that staff can provide the best possible care and services for you and your family.
- Adhere to established live-in and continuing care program rules and structure.
- Follow the treatment plan developed in consultation with you, to the best of your ability.

Engagement

The first few days of live-in treatment are often the most difficult. During this time clients may be withdrawing from substances, experiencing homesickness, adjusting to new routines and peers, as well as feeling ambivalent about their decision to enter treatment. **THIS IS COMPLETELY NORMAL AND EXPECTED!** It is very important that clients let clinical staff know how they honestly feel so that we can better encourage and support them during this difficult period. We want to help all youth clients remain engaged in programming and experience the full benefit of the live-in treatment experience.

IMPORTANT RULES & EXPECTATIONS

Your safety, and that of your fellow clients, is our #1 priority. Therefore, we need to ensure everyone understands the expectations that we all must agree to live by so to maintain a safe and healthy environment. **The following rules apply to clients, staff and visitors alike:**

1. *Every person entering the DSYTC (staff, clients, volunteers and visitors) has the right to feel safe and to be free from discrimination due to their cultural/gender identity, sexual orientation, or religion. We also all have the right to not be threatened or to be verbally, physically or sexually harassed.*
2. *Sexual relationships and intimate contact of any kind is not permitted. Such relationships may be unhealthy and can greatly distract from the real purpose for which we are here.*
3. *Given we are a drug treatment facility, no mood altering substances (beyond approved prescription medications) are allowed on the premises. Please respect yourself and each other by ensuring our Centre remains a drug-free facility!*

4. *Violence of any sort (including threats and intimidation) cannot be tolerated. You will be taught ways in which to handle conflict in a productive manner – please apply these skills if/when disagreements arise.*
5. *Tobacco use of any kind (e.g., smoking, vaping) is not permitted anywhere or at any time. This includes during outings and other activities that occur off DSYTC property. Lighters, matches and other fire starting paraphernalia are also prohibited as they could pose a significant fire safety risk and therefore possession of these items can result in discharge from the DSYTC. If required, clients can be provided with Nicotine Replacement Therapy (NRT) such as the patch and/or lozenges to help with nicotine withdrawal. Smoking cessation counselling is also provided as part of the DSYTC program. Note: For pregnant youth and those under 18 years of age, NRTs may not be provided without specific medical consent. We strongly encourage you to take time at live-in to quit smoking and further achieve a healthy lifestyle*
6. *Random urine screens may be conducted throughout your live-in stay. The primary purpose of doing so is to reward your success in treatment by achieving on-going abstinence. Should your urine screen indicate recent substance use, we will talk with you about the results in hopes of turning it into a productive learning experience.*

Please note that the violation of any ONE of rules #1 to #5 may result in dismissal from the DSYTC – although this is always a last resort and is something we work hard to avoid!

FAMILY COUNSELLING & CONTACT

We view the “family” as our primary client, and it is for this reason that your caregiver’s involvement is not only encouraged, but is a **required** part of DSYTC programming (some exceptions apply). Meaningful caregiver involvement in the treatment process often leads to the best possible outcomes. **If you have concerns about your caregiver’s involvement in the treatment process, please discuss with your primary therapist.**

Youth clients are able to receive and place select telephone calls throughout their time in live-in treatment. However, in order to avoid programming interruptions and to maintain program consistency and safety, **phone calls are only permitted at select times and with select individuals.**

Family members may ‘visit’ you at select times while in live-in treatment (in person or virtually via ZOOM). Please note that visitors must be “approved” in consultation with your Addiction Therapist and visitors must schedule their visit in advance so that we can properly coordinate timing, etc.

In order to ensure the safety of all involved, please be aware of the following on-site family visit rules:

- Visitors must comply with any and all COVID protocols in place (e.g., masking).
- Visits are not allowed to occur in vehicles.
- Visitors must check in with staff in advance of the visit and anything brought into the facility must be provided to staff so to be reviewed and approved.
- Clients are not allowed to use a visitor’s cell phone, laptop computer or other internet-

capable device (a laptop is provided for academic use while in treatment).

- No outside food or drink is permitted during the visit.
- Visitors are reminded that the DSYTC is a smoke-free facility and that smoking is not permitted anywhere, or at any time.

LIVE-IN SCHEDULE

Although every day is somewhat different, live-in treatment is purposely both structured and consistent. Typical activities include a set wake-up and bedtime, as well as scheduled meals, recreation, chores, academics and group and individual programming. Weekends are slightly less structured, however we aim to keep clients as busy as reasonably possible so to maximize their treatment gains. **We also believe that having fun through safe games and laughter is an instrumental part of the recovery process.** For more details, we invite you to review the **weekly schedule** that can be provided to you by a member of our live-in team.

ADDITIONAL INFORMATION

Program Costs

There are no formal fees for our services, however government funding does not cover the costs of off-site extra-curricular recreational activities, client spending money (e.g., personal hygiene products, clothing needs, etc.) and emergency return fare. Where feasible, these costs are covered by clients and/or their families. The DSYTC does all that is possible to ensure financial circumstances do not become a barrier to live-in treatment participation - kindly speak to the DSYTC Admissions Coordinator should special accommodation be required.

All funds provided to the DSYTC are accounted for via a signed receipt and are retained in a secure location. All unused funds are returned at the time of program discharge. **If funds are not able to be provided directly to caregivers a money order will be prepared in a timely manner and returned via mail. The total amount required (recreational, spending and emergency travel return costs) is confirmed in discussion with the DSYTC Admissions Coordinator.**

Please note that in instances where a youth has been observed or admitted to causing damage to DSYTC facilities or property, proportionate funds may be retained to cover the costs of repair and/or replacement.

Program Length

The length of **live-in** treatment at the DSYTC is 3 months (90 days or 12 weeks) followed by the very important **continuing care** phase which lasts up to another 3 months. There is some flexibility in that some youth may want and need to stay longer (e.g., 1-month extension) whereas others may be able to complete the program a little sooner. The decision regarding live-in length of stay reduction or extension is based on your progress, clinical needs and personal wishes. Your active participation in the continuing care phase will be particularly important in helping you achieve long-term success.

Morning Routine

Clients are responsible for getting up on time each morning and for being dressed in appropriate attire by the noted breakfast time. In order to spread out water usage and

minimize logistical problems, showers will be scheduled via AM and PM “shifts.” Clients are required to ensure their bed is made and room is tidy (including closets and dressers) prior to academic programming. Clients are required to maintain good personal hygiene on a daily basis (e.g., washing, brushing teeth, clean clothing, etc.).

Mealtime Routine

At meal time, clients are expected to assemble at the table with other clients. All clients are responsible for clearing their plate prior to stacking it in the dish tray and to help clean the dining area. Consistent with our healthy lifestyle approach, the meals provided are aligned with the Canadian Food Guide. Special meals and ‘treats’ will be provided.

Chores

Facility cleanliness is largely a responsibility of clients and staff. Clients are assigned a weekly chore and chores will be assigned on a rotational basis (i.e., chores will vary). Clients are required to complete such chores at the designated times and to the best of their abilities; staff will review chore completion and offer helpful feedback as necessary.

Night-Time Routine

Prior to going to their designated bedroom, clients will help in completing a quick clean-up of the facility. Clients are required to be in their room at the noted time and, once in their room, are expected to quietly get ready for bed.

Client Shopping

If clients require important personal items, arrangements will be made for a staff member to shop and obtain the items as required, utilizing money from the resident’s account. Clients are asked to submit a shopping “wish list” on Sundays if they have any items they wish to have purchased.

Academic Program

Given the relationship between academic achievement and longer-term success in areas of self-confidence and self-efficacy, academic programming is an invaluable and mandatory part of the DSYTC offering. More specifically, live-in clients receive individualized academic attention and are able to earn high school credits through our partnership with the *M.F. McHugh Education Centre* (Section 23). Support for college, university or other academic programming is also available for those youth who have graduated high school. Academic programming generally occurs every morning, Monday to Friday, with other times in the day available for homework.

Recreational & Healthy Activities

Healthy and therapeutic recreation is a critically important and enjoyable aspect of DSYTC programming. Experiencing fun, healthy and pro-social activities in a non-using environment has many benefits, including a reduction in boredom and other drug use triggers. Specific recreational outings and activities within live-in treatment include: walks/hikes, sports and games, museums, drama, art, music, sporting events and a variety of other leisure activities. Please consult the weekly schedule for the designated days and times of recreational

programming. If you have any ideas for healthy recreation options – please let us know!

Movie Nights

Generally occurring on Friday nights, this is an opportunity for clients to relax, enjoy a movie with snacks, along the company of fellow clients and staff. Movie choices are rotated through group and screened for appropriateness to the live-in treatment environment

Laundry

Consistent with our life-skills component of programming, clients are responsible for washing and drying their own clothes and bedding. Clients are asked to consult with staff and/or the schedule for their assigned laundry time, as well as to coordinate with their roommate (if any) so to both have an opportunity to use the facilities. Laundry detergent and fabric softener are provided.

Internet

Limited and supervised internet usage is allowed at designated times so to assist in the advancement of educational goals. Any unauthorized use of DSYTC computers, including accessing social networking sites (e.g., Facebook, Instagram, Twitter, etc.), personal email, MSN, etc. is prohibited.

Phone Calls

Unless specified otherwise, phone calls should be kept to no more than 20-30 minutes in duration so to allow all clients an equal chance to use the phone. Clients will be involved in developing an “approved” calling list through their Addiction Therapist. **Calling frequency will vary and should be discussed with clinical staff.**

Mail

Although staff do not purposely read any mail clients may receive, all external mail/parcels must be opened under staff supervision so to ensure all contents are safe.

Other Expenses

The Dave Smith Youth Treatment Centre is funded by the Provincial Ministry of Health. Unfortunately, the money we receive does not allow us to cover personal needs/expenses, such as dental work, prescription medications, eyeglasses, and clothing. Clients 18 years of age and older can apply for a personal needs allowance through Ontario Works. Caregivers are asked to cover the expenses for those less than 18 years of age. Please let your therapist know if emergency funds are required.

Medical/Dental Care

If clients require any urgent medical care while in treatment, arrangements will be made to have them examined by a doctor at the closest medical centre or at the closest hospital emergency room. Dental visits are only arranged for emergency dental care (i.e., no cleanings or check-ups). Please note that clients **MUST** have a valid Health Card at the time of admission.

Illness

If clients are sick during their stay, they must “check in” with staff at their earliest possibility. A treatment plan will then be put in place based on the severity of the illness and using the

internal *Wellness & Coping Protocol*.

Personal Belongings

For client and staff safety, all personal belongings are thoroughly checked (and potentially washed) at the time of admission as well as after any off-site visits. Some clothing, music, books, jewellery or other items may be deemed inappropriate for while in treatment (e.g., contains drug references, alcohol logos, etc.) - these items will be safely stored away until live-in departure, or caregivers may take such items home when they visit. Radios, and non-video and non-internet capable iPods and other mp3 players are acceptable, but T.V.'s, large stereos, telephones, DVD players and computers, etc. are not permitted. Please also note that perfume, cologne or aftershave is not permitted while at DSYTC due to allergies and sensitivities.

Due to limited storage on site, arrangements for retrieval of any leftover belongings must be made within 14 days of program discharge or belongings are at risk of being recycled or discarded. A complete list of approved and prohibited items can be found in Appendix I at the end of this document.

Rooms

Bedrooms are usually double occupancy (i.e., shared with one other resident) and the sleeping quarters within the residence are age segregated. Room designation and roommate assignment is determined by the DSYTC in consideration of room availability and client needs. In order to promote positive social interaction, clients are only permitted to spend time in their bedrooms and at designated times. Clients are not permitted in each other's bedrooms.

Home Visits

In order to support and facilitate full reintegration and rehabilitation into real life environments, weekend home visits are often provided. These visits generally occur after a minimum of 45 days of live-in treatment, and ample notice is provided so that the therapist involved can help both the youth and family prepare for a successful visit. The length of visits vary, but on average they are scheduled to last for 3-5 days including travel time.

In order to qualify for treatment completion recognition, youth are expected to return to treatment after this initial home visit. Please note that families are responsible for covering all necessary travel expenses that may be incurred as a result of such visits.

Fire Drills

Should the fire alarm sound and/or a fire is witnessed, clients are to leave the facility via the closest exit. Once outside, they are required to join the group at the designated area (away from the building) so that a timely headcount can occur. For the safety of staff and clients alike, it is very important that under such circumstances clients leave the building as quickly and as calmly as possible. Periodic fire drills will occur to help prepare for such a situation.

FEEDBACK

Unfortunately, as much as we aim to avoid them, misunderstandings and/or disagreements do arise from time to time. As such, we want to ensure there is a way to have your concerns heard. **Feel free to raise any concerns with your primary therapist or our *Clinical Director*,**

Courtney Ostapiuk. In the event that you are not satisfied with these options, you are invited to contact our *Executive Director, Mike Beauchesne.*

We also very much welcome your positive feedback and suggestions for improvement. Periodic client surveys will give you the opportunity to comment on the services you received up until that point, and to let us know what you feel our strengths and areas for improvement may be. Once you complete the program, you can also offer anonymous feedback by emailing feedback@davesmithcentre.org. We thank you in advance for your feedback – it is tremendously helpful!

Thank you for taking the time to read and review this important document. Should you have any questions, please do not hesitate to ask.

Once again, welcome to the DSYTC, we look forward to serving you!!!

The DSYTC Team

APPENDIX I LIVE-IN ITEMS CHECKLIST

Below is a list of required, prohibited and optional items for you to consider in advance of your admission.

| Please BRING the following items (REQUIRED): | Please do NOT bring the following items (PROHIBITED): |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Transportation money for one way return fare (in-case of emergency). \$ amount TBD based on travel requirements <input type="checkbox"/> Recreation money \$300.00 – cash please <input type="checkbox"/> Spending money \$150.00 (maximum) <input type="checkbox"/> Birth certificate <input type="checkbox"/> Social Insurance (SIN) card <input type="checkbox"/> Ontario Health Card (current, non-expired) <input type="checkbox"/> Drug plan benefit card OR drug plan policy # and information (if applicable) <input type="checkbox"/> Medication & valid prescriptions – filled within the past month (including epi-pens, if applicable) <input type="checkbox"/> Personal hygiene products (shampoo, toothpaste, deodorant etc.). <input type="checkbox"/> Weather appropriate clothing (enough to last 7 days as laundry occurs 1x weekly). Attire should casual & dryer safe. <input type="checkbox"/> Swimming shorts/bathing suit <input type="checkbox"/> Indoor slippers <input type="checkbox"/> Indoor gym shoes <input type="checkbox"/> Outdoor shoes (for recreational activities) <input type="checkbox"/> Re-useable and durable water bottle <input type="checkbox"/> Seasonally appropriate jacket, rain proof if possible <input type="checkbox"/> Snow pants (in winter) <input type="checkbox"/> Winter boots (in winter) <input type="checkbox"/> work out clothing <input type="checkbox"/> Hat, mittens & scarf (in colder months) | <ul style="list-style-type: none"> <input type="checkbox"/> Mouthwash (unless sealed & clearly labeled alcohol-free) <input type="checkbox"/> Lighters or matches (grounds for discharge) <input type="checkbox"/> Chewing gum <input type="checkbox"/> Cigarettes <input type="checkbox"/> Colognes, body spray or after shave products <input type="checkbox"/> Hair dye <input type="checkbox"/> Food, drinks or candy <input type="checkbox"/> Pencil sharpeners <input type="checkbox"/> Non-prescription medication (we supply headache relief tablets if necessary) <input type="checkbox"/> Laptop computers (clients are provided a notebook for the academic program) <input type="checkbox"/> Video games or related systems <input type="checkbox"/> Video cameras, cameras, mp3 players or any other devices with picture or video/audiotaping capabilities <input type="checkbox"/> Any device that has wireless internet connection potential <p style="text-align: center;">Some Items you <u>CAN</u> choose to bring (OPTIONAL):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Extra comforter for bed <input type="checkbox"/> iPod/Mp3 player (no camera, audio or videotaping or internet capabilities) <input type="checkbox"/> Headphones <input type="checkbox"/> Postage stamps and envelopes <input type="checkbox"/> Guitar/musical instruments (requires advance approval) <input type="checkbox"/> Reading novels, crossword puzzles, etc. <input type="checkbox"/> Art supplies |

Please note that the DSYTC is a 100% smoke-free environment. Your support and cooperation is very much appreciated!