



**Welcome to the
Central Texas Treatment Center**

Central Texas Treatment Center (CTTC) is a residential substance abuse treatment center operated by the Williamson County Community Supervision and Corrections Department. You may or may not be happy about participating in the program, but this document is designed to help you feel more at home and comfortable with your new surroundings.



Most residents have mixed feelings about treatment and go through different stages before they feel settled into the daily activities. We realize that you may feel overwhelmed at first. Try to relax here to help and be yourself. Ask questions! Believe it or not, we're you.



When you first arrive at the center, Diane D., the intake coordinator, will give you some paperwork to fill out. She will explain the program briefly and answer questions. She will assign you to a group and tell you who your primary counselor will be while in the center.



There are three Residential Probation Officers at CTTC; Melinda Gilley, T Stewart-Young and James Gamble. They will help you with the probation aspects of your stay. They are here to help, too!



The Residential Supervisors (also known as RS's) are staff members who work three different shifts and are responsible for supervising and assisting Center residents on a daily basis. They have many varied responsibilities and duties. You will find that they will become a very important part of your stay. They respond well to respect and courtesy.



Shortly after you arrive, you will be asked to provide a urine sample.

A Residential Supervisor will take your picture. One will be placed on your center ID, another will be placed on your Barcode Scan Card, and another one will be in your treatment file.

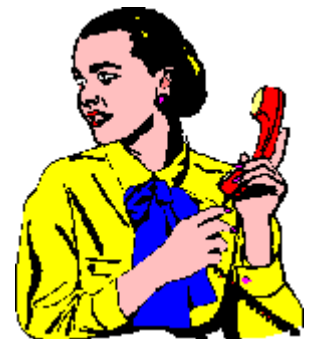


You will be assigned 2 mentors (senior residents) who will show you around and help you adjust to the Center. One will be from your room and the other will be from your primary caseload group. If for some reason the mentor you are assigned does not work out for you, please let us know. It is important that you have their guidance to get settled and to get your schedule worked out.



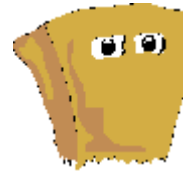
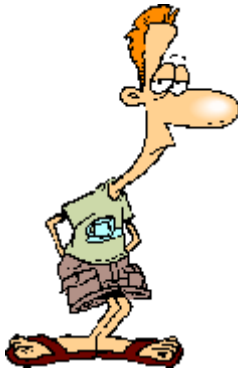
You will meet other senior residents who are called EXPEDITORS. Expeditors have several roles such as handing out supplies, answering questions, advising residents of rules and violations, ensuring the community remains safe and assisting all residents in being successful in the program at CTTC. The Expeditor in your room will act as an additional mentor, and will review the rules and guidelines with you and the rest of your roommates.

If you have no clothing or need personal items you will be given one initial phone call to request these items from your family or friends. After you get your initial phone call, you will not have phone privileges until you have passed Step 3 in MRT (a cognitive class you will be taking.) If you have no family or friends to bring in clothing, you will be given an opportunity to get clothing at a local thrift shop.



When you get your personal property in, it will be inventoried by a staff member who will tell you what you can keep and what needs to be sent back. If an unusual circumstance arises and you need an additional package, it must be approved by Sr. Residential Supervisor Richard Diaz.





After entering to a room that the center you will be assigned you will have to share with other roommates. If you encounter problems with your roommates, you can request assistance from the EXPEDITORS and center staff. Try to think of this as a learning experience.



A copy of the Center rules will be given to you the day you arrive. Read the center rules as soon as possible and if you have any questions, please ask for assistance from center staff, mentors, or an EXPEDITOR. Remember **YOU ARE RESPONSIBLE** for following the center rules and conditions of your supervision while in the center. Within two days of arriving at the Center, your roommates will review the rules with you. And, during the first two weeks of your stay, you will be required to attend the center rules and procedures orientation. Center procedures, programs and rules will be discussed in more detail at that time. You may ask questions about the rules, programs and procedures during this meeting.



Upon arrival, you will be in a Pretreatment status. During this time (2 weeks) you will attend classes on cognitive and change theory and 12-Step Back to Basics classes. You will be assessed by staff to determine your treatment needs. This process helps center staff to provide an individualized treatment plan for you.

During the week (Monday-Friday), your wake up time is 5:30am. On



the weekend (Saturday/Sunday), your wake up time is 6:30am. If you wake up earlier than 5:30am, you may come out of your room to have a drink, to eat something, or to just get out but you may not go back to the room until the Center wake up call; so your roommates can sleep. You are responsible to make your bed before breakfast and a word of advice-- make your bed when you get up so that you don't have to worry about it later.

You will also have to help your roommates to keep your room clean. R.S. Staff will inspect the rooms on a random basis through out the day starting at 8:00 am.

You will assist staff with the center clean up and grounds keeping, on a daily basis. Every Saturday morning residents must participate in a more extensive Center clean up. You will receive credit towards your court ordered CSR for this work. You will not do any (absolutely none) community service work (CSR) away from the center during the first part of your treatment. You will not leave the center during this time for any other activities with the exception of medical appointments or Residential Community Supervision Officer approved administrative leave. You will be allowed to do outside CSR off the center grounds in later phases of your treatment. All CSR will be assigned based on the schedule that you fill out with your group members. Weekend CSR is on a first come first serve basis when requested by the CSR agencies.



Medicine calls are at 6:00am, 12:30pm, 6:30pm, and 9:30pm. If you need medication at any other time during the day, ask one of the R.S. staff to assist you. If there is a certain "over the counter medication" you need on a daily basis you must have medical documentation of your condition i.e. doctor's note. The over the counter medication can be purchased through the Center. You will be required to follow the recommended dosage listed on the bottle. If you have a chronic medical condition that requires a dosage that would exceed the recommended dosage, you must have a letter from your physician indicating the need and dosage to be taken. Some over the counter drugs have side affects that can cause other medical problems and your doctor knows if these medications are

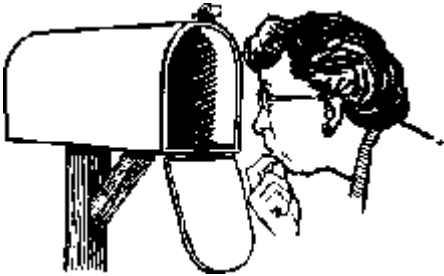


appropriate for you.

If you have a prescription that your family is going to get for you, they should:

- 1) Call the prescription into the Taylor HEB Pharmacy
- 2) Pay for the prescription
- 3) Call the Center and let us know you have a paid prescription waiting at HEB.

All other prescriptions are called in by Center staff, and filled by the HEB pharmacy. The cost of these prescriptions is automatically deducted from your Center financial account.

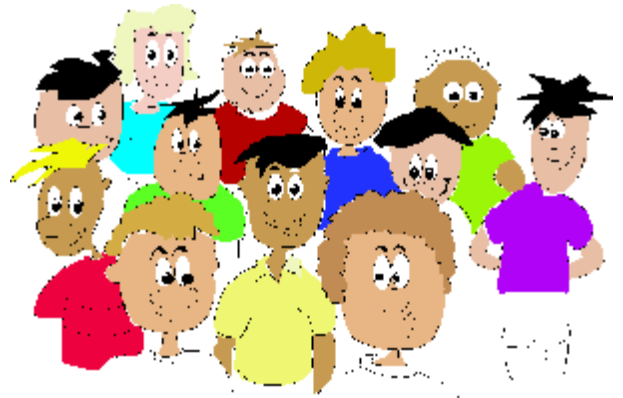


Mail call is announced in the evening by the 2nd Shift staff on days the US Mail is delivered. You have to open your mail in front of the RS staff so they can make sure no contraband items came in it. You also have to let them inspect your outgoing mail. You aren't allowed to write to or receive mail from people in jail, unless they are family (Ask your CSO about this.) If you do not have

money for stamps or envelopes, ask the RS staff. Stamps may be mailed to you in a letter, and not count as a "mailed package".

You are allowed to bring in your own linens, towels, washclothes and pillows. You are responsible for washing your linens and towels once a week. Linens will be issued to you if you don't want to bring your own. Either way, you have to wash them each week.

The Center charges \$.25 per load of laundry. You will be able to wash your clothes in the center on your gender's assigned wash days. You may wash all day on these days that you are allowed to do so but must write your name on the board provided in the laundry room so that everyone knows when you started to wash or dry. This prevents persons leaving laundry in the washer or dryer after the load is finished. If you do not sign the board you may receive a reprimand.





Every resident will be charged \$100 at the beginning of treatment. This covers the cost of program materials like workbooks, handouts, etc. Any money you receive will be put toward this charge until it is paid off. You may receive as much money as your family or friends want to send but make sure you let them know that it must be sent in a money order or cashier's check in your name (NO CASH IN MAIL). The money will be placed in an account with your name. You may request money only once a week, with only a maximum amount of \$40.00 per week.



The center has a commissary system, through which you can purchase personal items. Each week you may request cash and commissary items. The cost of these items will be deducted from your account. All requests must be turned in to the R.S. station by 8:00am Monday morning. Failure to comply by 8:00am on Monday will cause your request to be delayed until the following Monday. This is strictly enforced.

If you have any questions that your mentor or an expediter can not help you with, feel free to ask an R.S. staff member.

You will be required to attend 7 AA/NA/CA meetings each week. Meetings begin at 7 pm each evening and are held in the cafeteria. Females must attend the women's meeting when one is available. You must sign in at the meetings, and have your AA sheet signed by the meeting chair. The cafeteria has to be "set up" for the meetings, so pitch in and help out. It's a good way to get to know people.



Oh, yes, we feed you while you live at CTTC. The fact that some residents say that CTTC stands for "Come Try The Chicken" may give you a clue about the food. Actually it's very good and plentiful, and the menus are planned by a registered dietitian, so they're healthy, too. Breakfast begins at 6:15 , lunch begins at 11:45 , and dinner at 4:45 . You must be on time

for meals, and you must sign in before taking any food. If you use common courtesy (don't cut in line, don't handle food you aren't going to eat, don't play games with the silverware, respect the kitchen staff and your fellow residents, etc.), you won't have any problems during meal times. Residents have to clean the dining hall after each meal, and volunteers are always welcomed. Residents also help prepare meals and wash dishes, etc. We call this KP, just like the Army. You are required to do some KP each week, so step up and get it over with.

You have been given 200 hours of CSR to complete while at the Center. This is a way for you to help pay back some of the cost of your treatment, which is about \$65 per day (Most residents stay with us for about 150 - 220 days, so \$65 multiplied by 150 is...well, you can figure it out in your spare time). The point is, don't hesitate to volunteer for CSR projects, and if you see something that needs attention (dusting, cleaning, scrubbing, mowing, raking, sweeping, fixing, etc.) just ask one of the RS staff if you can do the job. It all counts.

You will be learning a lot about yourself while you are in the program, and the central theme of the program is "personal change". We try to give you all the information and tools you will need to determine what changes you need to make in your life to remain sober/clean and to keep from engaging in criminal activities. You will be attending "Thinking For a Change" which is a cognitive behavioral treatment program. It consists of 21 one and a half hour sessions and is taught by our counselors. In it you will learn how to pay attention to others, yourself and the feelings of others. You will learn how to STOP AND THINK before acting, and you will learn what you are thinking and why it is important to change some of your thinking in order to change your behaviors. You will also attend Moral Reconciliation Training which is 12 sessions long. It is based on moral development and you will do various exercises in a workbook and then share what you have learned with your MRT group. If you break Center rules, a consequence is to redo MRT steps. Some residents take a long time to complete the course. MRT is taught by trained RS staff. You will attend chemical dependency education, relapse prevention, spirituality, and meditation classes. You will also be doing your AA/NA 12-steps up to step 5. There are written guides and videos to help you with the steps. If it sounds like you're going to be very busy while you are here, you will be. But you'll have time for recreation each day.

NOW, THAT WASN'T SO BAD, WAS IT? CTTC IS NOT THE RITZ, BUT IT SURE BEATS THE

ALTERNATIVE. **WE'RE GLAD YOU'RE HERE, AND WE LOOK FORWARD TO SERVING YOU DURING YOUR STAY WITH US.**