

Central Texas Treatment Center Family Handbook

February 2006

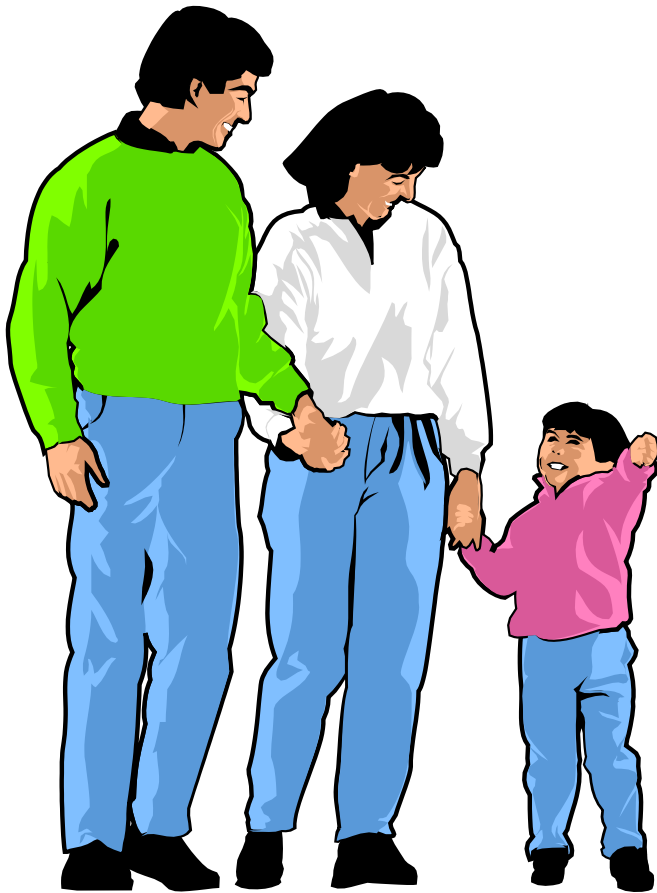


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Introduction

In 1989, the Texas Legislature authorized the Central Texas Treatment Center as an alternative to incarceration. This gave the court system an alternative program to provide treatment to persons on probation for substance abuse related offenses.

The Center opened its doors in November 1990 to provide both inpatient treatment for substance abuse and criminal conduct, and a community-based correctional alternative to incarceration. This program has two equally important functions, treatment and corrections. Though less restrictive than jail, the Center is considered to be a correctional facility, and residents must adhere to their treatment plans, center rules, and the conditions of their community supervision (probation).

The Center serves residents of all ethnic groups, from many counties in Texas. In 2005, approximately 70% were Anglo, 20% were Hispanic, and 10% were African-American, and approximately 65% were from Williamson County. Both men and women reside in the Center. Each gender is housed in a separate wing of the Center. The Center employs both male and female staff of Anglo, Hispanic and African American descent.

Confidentiality

Confidentiality is a major concern of Center staff. Information concerning the resident's being in the Center, their treatment status, and progress in treatment are considered privileged information and may be released only at the resident's request. Family members may, with the resident's knowledge and consent, schedule a one-on-one meeting with the resident's probation officer and/or counselor, or the resident may request that the probation officer or counselor call the family with information. Persons calling the Center, requesting confidential information, will be asked for their name and phone number, and this information will be given to the probation officer or primary counselor to follow-up on. It would be very easy for someone to pose as a family member asking for confidential information. Please be patient with these precautions.

Treatment

Residents usually stay at the Center for between 180 days and 2 years (average length of stay is 180 days). A comprehensive treatment plan is developed by the resident's treatment team within 10 days of their arrival. Treatment may be extended depending on the resident's performance and progress in treatment.

Treatment is divided into 4 phases:

- Challenge to Change (6 or more weeks);
- Commitment to Change (6 or more weeks);
- Ownership of Change (6 or more weeks);
- Aftercare (once weekly for 1 year following discharge from the Center).

Residents' progress is evaluated regularly. Their progress depends on completion of cognitive curricula and adherence to Center rules.

It costs the Center approximately \$65 per day to provide treatment. This includes three meals a day; clean, comfortable sleeping accommodations; essential personal hygiene items; educational programming; daily treatment sessions; a safe, structured living

environment; transportation to appointments; leisure/ recreational facilities; 12-step meetings; and opportunities to interact positively with the community and to complete required Community Service Restitution hours. Center staff are competent, well trained and dedicated to serving the community.

Residents who enter the Center without a highschool diploma or GED will be afforded the opportunity to get a GED. In 2005, 5 residents completed all sub-tests and qualified for the GED. Residents who earn a GED while at the Center receive a graduation tassel. Those residents who need it will receive literacy tutoring and English as a Second Language assistance.

A \$100 program materials charge is levied on each resident entering treatment. This covers the cost of workbooks, handouts, phase bracelets, etc. Any money sent into the Center will be used to pay off this materials charge until it is paid in full.

Visits, Administrative Passes, and Off-Campus Activity Passes (OCAPs)

Visitation and OCAPs are part of the treatment process. Residents get to choose who they want to visit them in the Center. Residents may sign up for visits after they pass the third step in their Moral Reconciliation class (Honesty). Visits are for one hour and take place in the Center's conference room either on Saturday or Sunday. The conference room accommodates 8 people at one time. It works best if only three people visit at one time, that way two residents can have visitors at the same time.

While visiting the Center, family members are asked not to wave at the residents or to try to talk to them from the lobby area. This is distracting to Residential Supervision Staff.

No purses, packages, waist bags, diaper bags, cell phones, toys, weapons, food or drinks are allowed in the Center. Items or money must be mailed to the resident, not brought to them during visits. The Center phone number is (512) 943-1211. Please call before bringing anything to the Center for a resident.

Residents may request Off Campus Activity Passes (OCAPs), after they have been placed on OCAP status, usually late in Phase II of treatment. They begin with 12 hours and end with 72 hours.

In order to qualify as an OCAPs sponsor, family members or significant others must complete the OCAPs sponsor forms and return them to the Center. The resident will mail the forms to the family and friends they want to sponsor them on OCAPs. A valid Driver's License is required to be an OCAP sponsor. If you are not licensed then a picture ID is required. A valid Driver's License for the driver will be required when the resident is signed out on an OCAP.

OCAPs sponsors are required to be in the company of the resident at all times during the OCAP. The only exception is when a resident is dropped off and picked up for a 12-step meeting. Sponsors may not give the resident money or items to bring back into the Center.

Administrative passes are given to residents when they need to visit a doctor, a dentist, a lawyer, a judge, etc. The person taking a resident out on an administrative pass must be in the company of the resident at all times. They should take the resident to the appointment, and return directly to the Center, with NO stops enroute. Residents are

not allowed to make phone calls or side trips while on an administrative pass. Residents are not allowed to bring extra money or items back into the Center from admin passes.

Mail and Packages

Residents are allowed to receive one mailed package of personal items during each three month period of treatment. These packages may contain:

- clothing (*usually for weight gain or loss, change of seasons and/or to replace worn out or inappropriate clothing*),
- an alarm clock, watch and/or eyeglasses,
- prescription or over the counter medications, including vitamins, for a current condition, in their original, unopened packaging (no more than two packages of any one item).

All other needed items must be purchased through the commissary system. This is done for security purposes.

Postage stamps and money orders may be mailed to residents in letters and they will not count as a mailed package.

Visitors may not bring personal items to the Center during visitations, OCAPS or admin passes. All items must be mailed.

The following items are considered contraband, and may not be mailed or brought to the Center:

- irons (*an iron is available at the RS station*)
- liquid laundry detergent
- bleach
- scissors
- knives or other sharp instruments
- firearms
- deadly weapons
- electronic devices (*radios, tape players, video games, cell phones, palm pilots, etc.*)
- nail files (*emery boards are allowed*)
- gum
- glue
- thumb tacks or nails
- anything containing intoxicating or narcotic substances
- drugs {*controlled, prescribed, and over the counter*}
- alcohol or any product that contains alcohol (*after shave, perfume, etc.*)
- food or food wrappers (*candy, snacks, leftovers from a dinner out, etc.*)
- aerosol products
- glass containers
- inhalants (*spray paints, glue, felt tip markers, etc.*)
- incendiary devices (*cigarette lighters, matches, etc.*)
- objectionable photographs (*sexual or depicting alcohol or drug use*)
- art
- anything in glass containers
- picture frames with glass
- wire clothes hangers (*completely plastic, no metal hooks are allowed*)
- unapproved clothing
- unapproved reading materials
- computer disks or CDs
- videos

Money

Money (cashiers check or money order) may be mailed to residents at any time. Most of the residents' needs are met through the program, however money is needed to do laundry and purchase personal hygiene items through the commissary system. Cigarettes and vending machine items are also available.

Residents must pay for any medications (prescription or over the counter) they take while at the Center. They must also pay for any personal hygiene items they order through the commissary system.

They are allowed to carry no more than \$40 on their person at any time. The extra money is put into an account for them, and they may withdraw it on a weekly basis.

They are not allowed to bring money into the Center from OCAPs, Visits, or appointments. Please do not offer to give them money to bring back.

Medical Care

Residents may put themselves on sick status when they are not feeling well. This enables them to go back to bed until they feel up to participating in program activities.

If a resident asks to see a doctor, they are usually taken to the Johns Community Clinic or Johns Community Hospital Emergency Room. The bill for this medical attention will be sent to their permanent address. If they have a family doctor and/or medical insurance, including medicaid, they may visit their family doctor or a doctor of their choice. If they are truly indigent (have no income or means of paying for medical care), they may apply for medical financial assistance through Johns Community Clinic and they will be sent to the clinic or hospital at a reduced fee. The clinic expects payment when the resident presents him/herself for treatment. Family members are encouraged to help residents with medical payments. The Center has no means of paying for medical treatment for residents.

Medications may be provided by family members as long as they are either prescribed, or arrive at the Center in their original, unopened packages. They must be for current conditions, not "just in case." Please call the Center before sending or bringing any medications to the Center, (512) 943-1211.

Medications are controlled by Center staff so residents may not overdose or take medications against doctor's or package directions. Controlled substances are not allowed in the treatment Center. Residents must take medications as prescribed on the label. Occasionally asthma inhalers or other medications are given to a resident for self administration.

PRESCRIPTION MEDICATIONS

Residents often need prescription medications while at the Center. Family members may ensure residents receive the medications they need by:

- 1) calling the prescription into the Taylor HEB Pharmacy, (512)352-1100,
- 2) paying for the prescription, and

- 3) letting the Center know that the prescription is there and available for pick up. Medications provided in this way do not count as a "mailed package."

Phone Calls are VERY EXPENSIVE

Residents phone use is restricted until they pass Step 3 in their Moral Reconciliation Class (Honesty & Acceptance). Residents in each treatment phase have assigned days on which they may use the telephones. On their day, they may use the phone at any time between 5:30 am and curfew. The phones allow residents to make collect and Evercom phone card calls only. The cost for collect calls is \$3.00 for a 15 minute local call. Long distance calls are more expensive. Phone cards are sold through the commissary for \$10.50. Residents are not allowed to have phone cards other than the Evercom cards sold through the commissary. Evercom has a "pre-payment plan". You can learn more about the plan by calling 1-800-844-6591 or by accessing the following internet site: support@CorrectionalBillingServices.com.

Leaving Messages For Residents

Usually messages are not taken for residents. This is in keeping with our confidentiality policies. However, when a family member cannot make it to the Center for an appointment/visit or when an emergency situation arises at home, Supervisory staff will take a message and relay it to the resident.

If a family member is hospitalized or has passed away, be sure to give the hospital or funeral home's phone number to Center staff because they are required to verify the situation before granting an administrative pass.

Pending Legal Action or Outstanding Warrants

Residents often have legal actions pending upon entering the Center. You may find out about these when a post card or letter is sent to you by the Court. If this happens, please send the letter to the resident so he/she can make arrangements with the probation officer to take corrective action. This is best done while the resident is in treatment. Any resident with a pending legal charge can be arrested while on OCAPs or while outside the Center for any reason. This can interrupt treatment, and is not beneficial to the resident or the family.

Daily Schedule

| Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------------|
| 5:00 | | Wake Up | Wake Up | Wake Up | Wake Up | Wake Up | |
| 6:00 | Week-end Wake Up | Breakfast | Breakfast | Breakfast | Breakfast | Breakfast | Week-end Wake Up |
| 6:30 | Breakfast | | | | | | Breakfast |
| 7:30-8:30 | Recreation | Recreation or Meditation | Recreation or Meditation | Recreation or Meditation | Recreation or Meditation | Recreation or Meditation | Recreation |
| 8:30 - 12:00 | Church Services/ Family Visits begin at 10:00 AM | Treatment or Work | Treatment or Work | Treatment or Work | Treatment or Work | Treatment or Work | Family Visits begin at 9:00 AM |
| 12:00 - 1:00 | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch | Lunch |
| 4:00 | Recreation | | | | | | Recreation |
| 1:10 - 5:00 | | Treatment or Work | Treatment or Work | Treatment or Work | Treatment or Work | Treatment or Work | |
| 5:00 | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner | Dinner |
| 7:00 | AA/NA Meeting | AA/NA Meeting | AA/NA Meeting | AA/NA Meeting | AA/NA Meeting | AA/NA Meeting | AA/NA Meeting |
| 9:45 | Curfew | Curfew | Curfew | Curfew | Curfew | Recreation | Recreation |
| 11:00 | | | | | | Curfew | Curfew |
| | | | | | | | |

CLIENT RIGHTS

1. The right to give informed consent or to refuse treatment or medication and to be advised of the consequences of such a decision.
2. The right to actively participate in the development and periodic review of an individualized treatment plan and to know the qualifications of staff providing treatment.
3. The right to a grievance procedure.
4. The right to a humane and safe environment free from abuse, neglect and exploitation.
5. The right to dignity and as much personal privacy allowed in a community correctional facility.
6. The right to free communication within the constraints of the individualized treatment plan; with justification for any restrictions documented in the client record.
7. The right to receive a complete explanation of client rights in clear non-technical terms and in the language the client understands. These rights will be explained during orientation, and RS staff may be asked for clarification at any time.
8. The right to refuse to participate in research without compromising access to services.
9. The right to confidentiality.
10. The right to file a complaint with the:
 - Director, Central Texas Treatment Center, 711 N. College St., Georgetown, TX 78626.
 - Director, Community Supervision and Corrections Department of Williamson County, 3rd Floor, Williamson County Courthouse, Georgetown, TX 78626
 - Criminal Justice Assistance Division of Texas.

Family Orientation

CTTC is a unique treatment setting with many rules and regulations. It uses a cognitive approach to treatment for chemical dependency and criminal conduct. Family members (2 per orientation session) are invited to family orientation by means of a letter from the Center. During orientation you will learn some of the rules governing your interaction with the resident while in treatment, and you will learn about cognitive therapy as it is used in treating chemical dependency and criminal conduct.

Family Counseling

Addiction and alcoholism are diseases that affect the entire family. The Center provides limited family counseling for residents and family members. Counseling sessions are scheduled as counseling staff deem appropriate for the resident. You will be invited to family sessions by means of a phone call from the Counselor or the Resident.

Family Education

LIFE SCHOOL: A Refresher Course

Austin Recovery, a well established and reputable substance abuse treatment center in Austin offers family education through their "LIFE SCHOOL: A Refresher Course" program. Classes are offered one Saturday per month (usually the third Saturday). Classes

begin at 10 am and end at noon. They are held at Life Steps: Williamson County Council on Alcohol and Drugs, 2111 N. Mays Street, Round Rock, TX 78664. You can call (512) 246-9880 to register for these classes. It is strongly recommended that family members take advantage of this free educational resource.

SECOND SATURDAY Recovery Enrichment Workshops

Austin Recovery also offers "SECOND SATURDAY" Recovery Enrichment Workshops. They are free and begin at 10 am and end at noon. They are held at Austin Recovery, 8402 Cross Park Drive, Austin. To register, please call Marsha Robinson at 697-8517 or e-mail Marsha at mrobinson@austinrecovery.org.

GATEWAY TO RECOVERY

Austin Recovery also offers "GATEWAY TO RECOVERY" another free education series that answers your questions about addiction and what to do about it. It is a four part education series on addiction and recovery. It is ideal for:

- Parents who have an addicted child or want to be educated for prevention purposes
- Children of an addicted parent and don't know what to do
- People who are concerned about their own alcohol or drug habits and are unsure if they have a real problem
- Parents, friends and family members of someone who is new to sobriety and recovery
- Anyone who loves someone who can't or won't quit using drugs and alcohol
- Professionals who work in substance abuse/chemical dependency, counseling or other therapeutic capacity.

They are offered on Thursday evenings and begin at 7 pm and end at 9 pm. They take place at the Covenant Presbyterian Church at 3003 Northland Drive in Austin (Southeast corner of Mopac and FM 2222 (Northland/Allandale/Koenig). Go into the main sanctuary and look for the GATEWAY signs. Call Marsha Robinson at 697-8600 to register or for more information.

AL-ANON

Al-Anon is a support group for family members, relatives and friends whose lives are affected by an alcoholic or drug addict. The twelve steps and traditions of Al-Anon are similar to those in other twelve step groups. The purpose of Al-Anon is to support individuals who are coping with an addict's behavior, and to help them understand that addicts and alcoholics are powerless over their addiction to alcohol or drugs. Al-Anon emphasizes powerlessness over the addict's behavior and our inability to fix it.

Addiction is a family disease and individuals who are concerned about the addict's destructive behavior are often referred to as co-dependant. Co-dependency is a disorder that is often confused with our love and concern for the addicted individual. In many cases our untreated co-dependency causes more harm to the addict because we are enabling their destructive behavior by delaying the natural consequences of their addiction. Frequently co-dependants work harder at fixing the addict's problems than they do at taking care of themselves.

Al-Anon is a support group that helps us understand our powerlessness over our need to enable or fix the addict. It is important that you attend Al-Anon because members often help you realize that your problems are not unique and that there are solutions that work. Al-Anon also provides a spiritual component that often relieves the stress and pain associated with the family disease of addiction. It is imperative that you get into the habit of attending meetings on a regular basis. The center staff will provide you with information about Al-Anon and its meetings. Texas Toll Free number to

locate meetings is 888-287-2115. Website is AustinAI-Anon.org; Texas State AI-Anon website-www.texas.ai.anon.org.

Sometimes family members and friends of alcoholics and addicts attend AA or NA meetings to get help. Though this is a good way to learn about addiction, and how the alcoholic and addict get help, it does not directly address the needs of the family members who find themselves supporting the alcoholic or addict. Finding an AI-Anon home group and sponsor are among the best things a family member can do to help the alcoholic or addict in their recovery. It is important to understand the alcoholic or addict, but it is far more important to understand yourself, your feelings, and your role in the disease process.

Substance Abusing Family Members

Often substance abuse affects more than one family member. If you or others in your family are actively abusing alcohol or drugs, now is the best time to quit. You may ask for help while visiting the Center or participating in Family Counseling sessions or Family Education classes.

Incarcerated Family Members

Residents are not allowed to communicate with family members who are incarcerated. Any mail sent to a resident from an incarcerated individual will be returned, unopened. Approval from the Probation Officer is required to have contact with immediate family members who are incarcerated.

Family Members and Friends on Probation and Parole

Usually, residents are not allowed contact with persons on probation or parole. Only under extremely rare circumstances will a person who is on probation or parole be allowed to visit a resident at CTTC. Persons on probation or parole are usually not allowed to be OCAP sponsors.

Getting Help and Learning More

There are a number of ways to get help. The following organizations provide help.

Central Texas Treatment Center

(512)943-1211

Texas Department of Mental Health and Mental Retardation *(Every county has a local office. Check your phone book for the number.)*

Williamson County MHMR

(512)930-2992

Councils on Alcohol and Drug Abuse

(Most counties have one. Check your phone book for the number.)

Life Steps: Williamson County Council on Alcohol and Drug Abuse **(512) 246-9880**

Texas Toll Free number to locate Alanon meetings is **(888) 287-2115**

Austin Alanon Website is AustinAI-Anon.org;

Texas State AI-Anon website-www.texas.al.anon.org.

Your Employers "Employee Assistance Program" *(They know a lot about alcoholism and addiction and can probably answer any questions you have about it.)*