



Service Contract

Description of Residential Addiction Treatment Services

Program Services and Philosophy:

Adeara Recovery Centre (Adeara) is an accredited, long-term residential recovery centre for women (and their children when possible) struggling with addiction. Residents learn to rebuild their lives and find the strength to heal physically, mentally, emotionally, socially and spiritually. Our holistic program is customized for each individual. Adeara is an abstinence-based program meaning there is a zero drug and alcohol policy.

Residents at Adeara participate in three classes/day Monday-Friday. All programming stems from a Christian faith meaning attendance at church, bible classes, and devotions are a part of some of the programming at Adeara. With this in mind, *it is not a requirement for clients to have a Christian faith while at Adeara*. Please see Adeara's website for further details about other classes offered. Residents are provided with education, individual counselling, group therapy, and life-skills training. A program calendar is given out monthly with further class details (times and type of class).

Accommodations:

Each resident has their own private room and shares a kitchenette and bathroom with another resident. As residents progress in their recovery, they are given the opportunity to move into their own private suite (own kitchen and bathroom). All bedrooms/ suites come fully furnished, and kitchenettes/kitchens have applicable appliances.

Meals and chores:

Three meals a day are provided for residents. Residents are given the opportunity to purchase additional snacks from nearby grocery stores to keep in their kitchenette. This is optional as it is an additional cost incurred by the resident. Residents are required to maintain a clean-living space as well as participate in daily chores which may include: meal prep, meal clean-up, cleaning the hallways and other general areas, etc. Some residents are given the opportunity to cook on their own; a resident will make this decision with her counsellor when she is ready for this next step in her recovery.

Amenities:

Residents have access to the following amenities (see Resident Manual for approved times of use):

- Two shared living rooms each equipped with a television.
- Computer lab (once off restriction).
- Phone for business and personal use.
- A CD player and preformatted MP3s.



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Terms and Conditions for Receiving Services

A woman interested in receiving services from Adeara must struggle with addiction and have a desire to change and live a life in recovery. Once admitted to the Adeara program, a resident is expected to abide by the rules of Adeara, participate in programming (e.g. attend daily classes), and demonstrate a strong willingness to work on her recovery. **Any children residing with their mother must be under the age of 10 upon intake.** Residents are given a Resident Manual upon entry into the program that provides in further detail all terms and conditions for receiving services. Consistent failure to abide by the rules of Adeara will lead to dismissal from the program.

The following five Grounds for Dismissal will result in IMMEDIATE dismissal from the program and termination of services:

1. IMMEDIATE dismissal for the use of drugs or alcohol while in the Adeara program and/or if drugs, alcohol or weapons are brought on Adeara property.
2. IMMEDIATE dismissal if drugs, alcohol or weapons are brought on Adeara property.
3. IMMEDIATE dismissal for engaging in any form of intimate relationship, sexual contact, or sexual conduct during residency at Adeara (inside or outside of Adeara property).
4. IMMEDIATE dismissal for breaching court orders.
5. IMMEDIATE dismissal for smoking inside the building.

Additional Program Rules:

Please **initial** next to each statement below to confirm you have been made aware of the following rules (this list is not exhaustive and is subject to change upon management discretion):

- Willing to make a minimum 6-month commitment to their recovery.
- 30 day in-house stabilization period with some outings integrated into the last 30 days of stabilization. Further details provided upon acceptance to the program.
- Medically detoxed and able to pass a drug test upon entry of the program.
- Have not taken any of the medications on Adeara's "not approved" medication list (attached)
- For those applicants who are either on Methadone or Suboxone or have taken either recently, please contact the Clinical Coordinator for further details. As per the medication list, Methadone or Suboxone is not allowed at Adeara.
- Willing to have all medications transferred to Adeara partner pharmacy.
- Prescription must accompany ALL medication (on pill bottle is fine). This includes vitamins, herbal, and protein supplements. Any additional questions regarding medications please contact the Clinical Coordinator.
- On AB Works (proof required) or able to pay \$500.00 Damage Deposit on intake day.
- Upon arrival, willing to consent to third party payments from Income Support (AB Works sends a cheque to Adeara monthly for rent).
- Aware cell phones are prohibited for minimum 3 months at which usage may be allowed with counsellor discretion.
- Agree not to be participating in any form of romantic/sexual/intimate relationships as long as they are a client of the program and residing at Adeara.
- Aware the use of sexual paraphernalia is prohibited and will be confiscated if brought into centre upon intake.
- Physically capable of participating in programming (multiple flights of stairs in building, attend fitness 2x/week).
- Subject to random drug testing and room searches.
- Willing to have bags checked for entry back into the building.



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_____ The use of own vehicle is not permitted at Adeara. Income Support includes an allotment for public transit pass and residents are to use such monies for transportation services.

_____ Aware of no pets policy at Adeara.

_____ All residents have access to an Indigenous/Cultural resource person at Adeara.

_____ Maximum seven cigarettes per day with a desire to quit smoking. Vaping is only allowed if a resident has a plan in place to quit. All vapes must be "pod-style" vapes. Chamber vapes are not allowed.

_____ Must provide at least one safe emergency contact who may be notified upon arrival and exit of the program.

_____ Upon intake, willing to see a physician and/or dentist to ensure wellbeing.

_____ Advised that should it become apparent that you need medical and/or mental health assistance, Adeara may request you see a physician or psychiatrist.

Incarcerated Women

This section only applies to women who are presently incarcerated. Please note the following steps:

1. In addition to signing this Service Agreement, incarcerated women applying to Adeara must complete the online Resident Admission Application (PDF is available on website).
2. After submitting the online Resident Admission Application, you will be added to the Wait List, and the Clinical Team will review your application.
3. Should you be accepted to Adeara Recovery Centre, a letter will be sent to your lawyer with an intake date.
4. Your lawyer will then inform the Court at the next proceeding of your acceptance to Adeara Recovery Centre. Adeara emphasizes holistic treatment. Therefore we request that women coming from incarceration have a condition to remain at Adeara and meet or call their probation officer at least once per month for six months while attending Adeara programming.
5. **If the Court releases you to Adeara Recovery Centre, a letter from the lawyer must be sent to Adeara with your Conditions of Release.**

Please note:

Adeara houses women and children. Therefore, the severity of your charges will determine your acceptance to the program. Those with violent charges will not be accepted at Adeara.

If the Court releases you to Adeara and you do not fulfill your Conditions of Release (leave Adeara prior to timeframe stated on your Conditions of Release) the authorities will be contacted. Adeara will contact the Edmonton Police and your Parole/Probation Officer (if applicable) to advise them you have breached your Conditions of Release and are no longer in the program.



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Complaints About Services

Once admitted, residents have access to conflict resolution and written grievance procedures. Upon intake, all residents are informed of their rights and receive a copy of the Policy entitled Advocacy, Conflict Resolution/Grievance. Residents are made aware that any grievance submitted will be recorded privately in their file and reviewed by the Executive Director.

Critical Incident Contacts

A Critical Incident means an incident causing serious injury or death to a client of a service provider while receiving services or within two months after services cease.

In the event of a Critical Incident, my contact person is:

First and Last Name: _____

Relationship to residents: _____

Number: _____

Email: _____

Qualifications of Service Provider

Our staff are passionate about what they do and are committed to serving the women and children at Adeara with love, compassion, dignity, respect, integrity and accountability. Our counselling staff have either a Bachelor's Degree and/or Master's Degree in related fields. Adeara has Support Workers on staff 24/7/365. Support Workers have First-aid Training, Addictions Training, Trauma-informed Training, Indigenous Awareness training and other work-related training. A complete list of training that Adeara staff participate in is available upon request.

Program Costs

Rent at Adeara is based on a sliding pay scale reflective of what each resident is receiving from Income Support. **Women coming into programming must be on AB Works before entry to Adeara OR pay the \$500.00 damage deposit on intake day at Adeara.** Please see attached Rent Fee Agreement for further information.



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Medication Allowed and Not Allowed List

Note: This list is not exhaustive, and other medications may be subject to restriction.

ALLOWED

Doctors note required:

- Vitamins
- Melatonin
- Dimenhydrinate (not to be used chronically)

ADHD:

- Atomoxetine (Strattera)

NOT ALLOWED

<p>Opioid:</p> <ul style="list-style-type: none"> • Codeine & Codeine-containing products (eg. Tylenol #3) • Morphine (Kadian) • Fentanyl • Buprenorphine/naloxone (Suboxone) • Methadone (Metadol) • Hydromorphone (Dilaudid) • Oxycodone (Percocet, OxyNeo) • Meperidine (Demerol) • Tapentadol (Nucynta) • Tramadol (Zytram, Ralivia, Tridural) • Pentazocine (Talwin) • Propoxyphene (Darvon) 	<p>Benzodiazepines:</p> <ul style="list-style-type: none"> • Alprazolam (Xanax) • Bromazepam (Lectopam) • Lorazepam (Ativan) • Oxazepam (Serax) • Temazepam (Restoril) • Triazolam (Halcion) • Chlordiazepoxide (Librium) • Clonazepam (Rivotril) • Clorazepate (Tranxene) • Diazepam (Valium) • Flurazepam (Dalmane) • Nitrazepam (Mogadon)
<p>Stimulants:</p> <ul style="list-style-type: none"> • Dextroamphetamine (Dexedrine) • Amphetamine Mixed Salts (Adderall XR) • Methylphenidate (Ritalin, Concerta Biphentin) • Lisdexamfetamine (Vyvanse) 	<p>Sleep Aids:</p> <ul style="list-style-type: none"> • Zolpidem (Ambien or Sublinox) • Zopiclone (Imovane)
<p>Miscellaneous:</p> <ul style="list-style-type: none"> • Nabilone (Cesamet) • Dronabinol (Marinol) • Medical Cannabis or otherwise • Dextromethorphan (DXM or DM) 	



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Rental Agreement

Source of Income

What is your source of income? (Example: Income Support, Inheritance, Pension, Employment Insurance, Spousal Maintenance, etc.)

What type of Income Support are you on? – if unknown call AB Works to find out. (Example: Expected to Work – ETW, Barriers to Full Employment – BFE, Assured Income for the Severely Handicapped – AISH).

NOTE: If you are not on Income Support the \$500.00 damage deposit will be required on intake day.

What is your Income Support file number? _____ (if known)

Monthly Rent

Adeara Recovery Centre bases the monthly rent according to the Alberta Supports Rent Fee Schedule (see "Rent Fee Schedule 2019-2020" in next section). Automatic third-party payments from Income Support pay monthly rent.

Damage Deposit

Adeara charges a damage deposit of \$500.00 for each resident's bedroom, shared kitchen, and bathroom. If you are on Income Support and have used their damage deposit in the last 3 years you will be required to pay your damage deposit on intake day. If you are not on Income Support you will be required to pay the \$500.00 damage deposit on intake day. Damage deposit will be returned as long as you give 30-day notice in writing on the 1st of the month and your bedroom or suite is in good condition (no damage, cleaned).

NOTE: Residents dismissed from the program or residents that choose to leave unexpectedly (no 30-day notice in writing) DO NOT receive their damage deposit back. Instead this amount is used for the administrative costs of closing your file, paying staff to clean your bedroom or suite, and applied to cover the cost of the unexpected vacancy.

Book Fee

All material and books used in programming assists residents in their recovery and prepares them for employment readiness opportunities. Residents may take their textbooks with them upon transitioning out of Adeara. Residents will not receive their textbooks until the \$200.00 Book Fee is paid.



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Rent Fee Schedule 2019-2020

Adeara Recovery Centre uses a sliding pay scale, based off of AB Works Income Support. The column below is what Adeara Recovery Centre charges for monthly rent, programming costs, and three meals/day.

Note:

MONTHLY PROGRAM FEE (\$)			
	Expected to Work	Barriers to Full Employment	AISH
THIRD FLOOR			
Single	595	716	849
1 Child	873	994	899
2 Child	993	1114	949
3 Child	1114	1238	999
1 & 2 FLOOR			
Single	545	666	799
1 Child	823	944	849
2 Child	943	1064	899
3 Child	1064	1188	949

- Adeara does not charge for children until they are 1 year of age.

OTHER COSTS		
Damage Deposit	\$500.00	Bedroom, living room, kitchen, bathroom
Textbook Fee	\$200.00	3 classes/day & contribute to employment readiness



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Signature

I have read in full and agree to the terms of services outlined in the Service Contract. By signing below I am agreeing to the terms and services at Adeara Recovery Centre:

Name	Signature	Date Signed
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**EMAIL THIS COMPLETED DOCUMENT TO office@adeara.ca
OR FAX 780-429-1090.**

Please double check:

- **You have "initialed" next to every statement in Additional Program Rules on pages 2 & 3.**
- **You have filled out a Critical Incident Contact.**
- **Ensure all eight pages are emailed/faxed.**
- **The Clinical Team will not review an application until BOTH documents have been completed (Service Contract and Admission Application – see at www.adeara.ca). If an incomplete Service Contract is sent, you will be asked to resend the document.**
- **If this application has been printed off and completed on paper please send this document as 1 file (eg. PDF formatting). Photographs of application will not be accepted.**

Next steps:

- **You DO NOT need to call Adeara to confirm your application has been received.**
- **It is your responsibility that Adeara has YOUR correct contact information (phone/email). Please call Adeara if your contact information changes.**
- **Completing this Service Contract and Admission Application does not mean you have a bed or are accepted into the program.**
- **When a bed becomes available, the Clinical Team goes through an assessment process to determine which applicant will be brought into the program. This is done from a triage perspective.**

FOR OFFICE USE ONLY:

Reviewed on:				
Date	Resident Name	Resident Signature	Witness Name	Witness Signature
Date	Resident Name	Resident Signature	Witness Name	Witness Signature