



## **Pine Lodge Addiction Recovery**

### **Inpatient Referral Package**

#### **Referral Package Completion Guidelines**

Individuals being referred to Pine Lodge Addiction Recovery Inc will be screened and assessed by a community support team member or a health care professional in collaboration with the client. These guidelines are intended to assist the referring professional complete the referral package. Once received, Pine Lodge Intake will review all applications/referrals.

Please ensure the Application/Referral is complete.

#### **Inclusion Criteria**

1. Pine lodge Addictions Recovery operates an adult residential treatment center for residents of Saskatchewan who have a valid Saskatchewan Health Card.
2. Clients are expected to be treatment ready; free from withdrawal symptoms and able to manage the program requirements. Clients need to be substance free, other than medically prescribed medications. Prescriptions will be self-administered according to doctors' orders.
3. Clients need to be able to care for their activities of daily living (ADL) such as personal grooming, bathing, and dressing.

#### **Exclusion Criteria:**

1. Pine Lodge is unable to support those clients who are heavily medicated or who are exhibiting severe mental health or cognitive challenges.
2. Pine Lodge is unable to support clients who have sexual offences involving minors.
3. Pine Lodge treatment is not intended as a respite service, or a service to connect individuals to housing. Screening and assessment should determine that residential addictions treatment will be of most benefit to the individual.

Pine Lodge Addiction Recovery Inc. 3535 8th Avenue Regina, Saskatchewan. S4T 0T0

\*Pine Lodge is located on Treaty 4 territory, the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and the homeland of the Métis/Michif Nation.\*



### Referral/Admission Process

Referrals can be completed by a community support team in collaboration with the client. This may include:

- Addictions Counsellor
- Social Worker
- Physician
- Psychiatrist
- Community mental and addiction health team provider
- Psychologist
- Nurse Practitioner
- Case Manager

1. Pine Lodge provides an Application for Admission/Referral Form with criteria used to determine suitability of applicants
2. Pine Lodge Intake reviews all application/referrals and determines admission status
3. Pine Lodge will inform the referring professional/case manager on the status of the application
4. The applicant is advised by the professional/case manager if the application is accepted by Pine Lodge. At this time, Pine Lodge will confirm on discharge a follow up appointment is booked with the referring agency.
5. Pine Lodge will provide the referring agency with a date for admission.

Pine Lodge receives the Application for Admissions/Referral by email, or personal delivery to Pine Lodge.

[Intake@pinelodgerecovery.ca](mailto:Intake@pinelodgerecovery.ca)

or

Attn: Intake

Pine Lodge Addiction Recovery Inc.

3535 8<sup>th</sup> Avenue

Regina, Saskatchewan

S4T 0T6

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## PINE LODGE ADDICTION RECOVERY CLIENT EXPECTATIONS

**We hope that this document will help you to understand some day-to-day expectations that will help us provide a quality treatment environment to everyone that seeks help from us. There will be times and situations that are not covered specifically, and staff will provide direction as needed.**

- When you arrive, staff will examine all incoming luggage as part of your intake process. Staff will also perform room checks from time to time.
- We ask all participants to abstain from the use of non-prescribed mood-altering substances, illicit substances, unauthorized prescription drugs or alcohol while in treatment. All prescriptions and/or over-the-counter medications brought in must be turned over to Intake upon admission. These will be provided to you as indicated on the prescription or instructions included with the medication. This includes all analgesics, nasal sprays, eye drops, laxatives, etc.
- You will be responsible to keep rooms clean and tidy. This includes storage of clothes, sweeping and making the bed. Beds are to be made before 8:30 am weekdays and before 12:15 pm weekends and statutory holidays.
- Slang or drug/beer logo shirts are not allowed.
- Sunglasses not to be worn inside unless medical accommodation is needed.
- Treatment is an important opportunity to address your addiction needs. Romantic and/or intimate relationships are not acceptable in this environment. Please do not go into bedrooms other than your own and do not invite anyone into yours.
- **No smoking or vaping or using smokeless tobacco products in the building. There is a zero-tolerance policy in place for this. Smoking will be allowed in the designated smoking areas at designated times as indicated by Pine Lodge staff and signage. Smoking is allowed between 6:30 am and 11:00 pm Mon-Fri and 12:00am Sat/Sun. Cigarettes/vapes/smokeless tobacco products will be locked outside of designated smoking hours.**

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- Lights out at 11:00 pm on weekdays and 12:00 am weekends and the day before STAT holidays. Wakeup call is 7:00 am during the week and 9:00 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.
- Client outings will be facilitated and accompanied by Pine Lodge Staff, except for those outings with other community supports.
- Coffee will be served at 7:00 a.m.
- Participants are asked to not engage in any gambling during your stay at Pine Lodge.
- On weekends and statutory holidays beginning on Friday evening after the last scheduled activity, cards, board games, coloring / drawing are encouraged. Please do not engage in contact sports.
- Unless otherwise arranged, clients are expected to be on time and participate in all scheduled activities to their completion. This includes the kitchen work details.
- It is important that participants can share information without risk of it being shared. Information shared in group **MUST REMAIN CONFIDENTIAL**.
- 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 and have a duty to report risk of self-harm and harm to others.
- Access to cell phones, laptops, and other electronics will not be permitted during treatment. It is recommended all important phone numbers be written down prior to admission.
- Please obtain permission from a counsellor if you need to use a phone.

Eating nutritious food is important to your recovery and Pine Lodge strives to provide nutritious meals and snacks. Please advise a staff person if you have dietary restrictions or food allergies that may prevent you from eating the meal that is provided. Meals should be eaten at the dining room tables. Junk food such as chips, soda pop, gum, confectionery items are not permitted (including during walks).

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- Pine Lodge encourages clients not to bring valuables with them to treatment. All valuables including any amount of money exceeding \$50 will be kept in a locked area provided by Pine Lodge with limited access during your stay. Cash and valuables not turned in for safekeeping are the sole responsibility of the client
- It is important to focus on treatment while you are here. Passes will be provided for specialist's appointments or appointments connected to your recovery. You can speak to a counsellor if you need to leave the facility during your stay.
- Physical activity is important to your wellbeing. Staff will arrange daily scheduled walks. Weekend activities will also be arranged by staff.
- Please be mindful of your energy while you are staying at Pine Lodge. Your words matter, your behavior matters, and we care about you and the staff. Pine Lodge has zero tolerance for physical or verbal abuse. Repeated disregard for rules will necessitate restrictions or discharges.
- Pine Lodge reserves the right to ask for urine screens to be provided while in inpatient treatment.

**Attendance Contract**

- Clients' participation is encouraged in all activities
- Free of withdrawal symptoms prior to treatment intake
- Medical and dental appointments have been taken care of prior to treatment date
- Travel to and from treatment has been arranged
- Childcare arrangements have been made prior to treatment intake
- Financial arrangements have been made, including comfort allowance in advance of treatment
- Clients should arrange to not have any appointments or court dates during the duration of their treatment
- If client does not arrive for intake date without notice, their referral agent will be notified

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_____	_____	_____
Client Name	Client Signature	Date

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## What to bring with you

### **Check in time will be arranged prior to intake**

Treatment generally consists of a four-week program, which may be extended if necessary.

Staff will examine all luggage on intake

- BRING:**
- Housecoat and slippers (shoes must be always worn in building)
  - Toiletries including soap, shampoo, toothpaste, etc. (alcohol free)
  - Change of clothing for (7) seven days (laundry facilities are available to clients once a week)
  - Sufficient laundry soap and softener/dryer sheets for (4) four weeks
  - Proper clothing and footwear for outdoor walks
  - Appropriate workout clothing
  - All prescriptions and over the counter medications that you will require during your stay. On admission, all client prescriptions and over-the-counter medications will be given to staff so that they can be kept in a locked location. If taking prescription medication clients are expected to call two days in advance to the pharmacy listed below to arrange for medications to be bubble packaged, or your medications must be bubble packed prior to admission.
  - **Methadone and Suboxone must be arranged through:**

**Pharmasave Emerald Park  
7 Great Plains Road, Unit D,  
Emerald Park, SK S6L 1B6  
Phone 306 347 1270**

- Participants are required to pay for prescriptions and all personal consumables such as tobacco or cigarettes while in treatment. It is advisable to bring enough money to cover these. There will be opportunities to order cigarettes and other items that are needed throughout your stay.
- Pine Lodge supplies sheets, blankets, towels, and pillows.
- It is recommended that clients coming into treatment leave valuables such as jewelry, etc. at home as bedrooms are not equipped with locks.
- ***A positive attitude and willingness to learn***

Andrew Love  
Executive Director  
Pine Lodge

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## Pine Lodge Inpatient Treatment Application

### Referral Contact Information

Application Date

Referring Organization

Name of Person Referring

MH/Addictions Counsellor

Agency Contact Number

Is the Applicant currently in a detox facility?      Yes      No

### Applicant Information

Health Card #

Applicants Full Legal Name Applicants

Preferred Name

Gender Identity and Pronouns

Date of Birth

Address

City

Does the Applicant have secure housing to return to following treatment?      Yes      No

Home Phone

Cell Phone

Email

Ethnicity

Any Special Needs. If so please specify

### Addiction Information

Date of Last Use of any Drugs/      Yes      No

Alcohol Longest Time Abstinent

Drugs Used in the last year

Drug or Drugs of Choice

Gambling or other Addictions

Have you been in treatment before?      Yes      No

If yes, Provide Dates



### Legal Information

Present Charges	Yes	No	
Upcoming court dates	Yes	No	Dates:
On Parole or Probation	Yes	No	
If yes, assigned officer's name and phone number			
Conditions that we need to be aware of to support the client Is there any known gang affiliations?	Yes	No	
Are you currently Employed	Yes	No	
Any reading/disability/comprehension concerns that you will require support with? If yes, please explain.	Yes	No	

### Safety Concerns

(also please see Medical Form below)  
General Health/Acute/Chronic Conditions/Communicable Disease/Mental Health Safety including self harming behavior, aggression, Suicidal Behavior/Attempts?

Are you on Methadone or Suboxone?	Yes	No
Physician Name & Number		

### Family Life

Family/Partnerships

Children/Child Care Arrangements

Current involvement with Social Services



Current Housing Arrangements

### **Social**

Support Systems:

Recreation/Leisure Activities:

Spiritual/Cultural Background:

### **Assessment**

Screening Tools Used:

Client Motivation for Change:



## Treatment Plan

Primary:

Self Help Groups:

Plan for follow:

Known issues to be addressed:

Client Strengths:

Please Provide two emergency contacts should the need arise:

Name

Relationship

Phone Number

Name

Relationship

Phone Number



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

- Admissions will contact the Community Case Manager/referring individual with a specific date and time for admission
- Please contact Admissions if a particular circumstance changes:

Please forward completed application to:

Email: [intake@pinelodgerecovery.ca](mailto:intake@pinelodgerecovery.ca)

Fax: (306) 546-2009

Pine Lodge Addiction Recovery Inc.  
3535 8th avenue Regina Saskatchewan  
S4T 0T6

If the client leaves prior to completion of treatment, Pine Lodge Inpatient Addictions Treatment will work with the client to arrange for safe transportation. The referral agent will be notified.

\_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_  
(Date)

Referral agency verification

Agency representatives are responsible for oversight of the contents of this document.

“On behalf of the referral agency, I attest that after a review of this application, to best of my knowledge, the information contained within this document is accurate and complete.”

\_\_\_\_\_  
(Referral Signature)

\_\_\_\_\_  
(Date)

Please note: Incomplete applications may be returned or may result in delays in processing.