

POLICIES AND PROCEDURES

Staff Development:

Free Living Recovery is a Sole Proprietor, Limited Liability Company, Subchapter S Corporation. The Program Director, Kathleen M. Smigels, has a Master's Degree in Clinical Mental Health from Oakland University. She has a Graduate Certificate in the Specialty Program for Alcohol and Drug Abuse (SPADA) from Western Michigan University and a Bachelor's Degree in Community Services. She holds Certificates in Women, Trauma & Mental Health; Clinical Trauma Specialist; Cognitive Behavioral Therapy (CBT); Diathesis-Stress Model of Addiction Etiology of Substance-Related/Addictive Disorders and Peer Recovery Mentoring/Coaching. She is a Licensed Professional Counselor (Ltd.), National Certified Counselor; Certified Alcohol and Drug Counselor; Certified Peer Recovery Mentor; She Recovers Coach Designee; and Certified Clinical Trauma Specialist.

As Program Director, Ms. Smigels will be the liaison staff person between the city and county agencies; recovery support service agencies, foundations, and companies; and any contracted individuals offering or providing services to clients. She has established, will conduct and maintain the substance use disorder service program. This includes, but is not limited to, the management of the program, the provisions of all services, and its fiscal operations. The Program Director is responsible to comply with the public health code, mental health code, and the rules of the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems Substance Use Disorders Service Program. In addition, the requirements with other federal, state, or local statutes, rules, and regulations that may directly impact the delivery of substance use disorder services.

Program Administration:

The administration will provide an Informed Consent which clearly states the policy and procedures practices of Free Living Recovery. This includes the admission procedure; services offered; costs associated with services; recipient rights and responsibilities; general treatment services offered; benefits and drawbacks of receiving treatment; discharge procedure and aftercare services. An intake biopsychosocial form will be completed which will include a section on substance use history and current use.

Program Assessment/Evaluation:

Free Living Recovery is evaluated and updated on a regular basis as new research becomes available to evidence based best practices for the treatment of substance use disorder. It evaluates on an ongoing basis to ascertain the geographic needs, as well as personal needs. Clear demographic records are kept of client needs and profiles.

A written list of resources is kept to utilize referrals to community mental health services, and psychiatric services.

The development of goals and objectives to assess the needs and evaluate the effectiveness of the program and services will be a fluid document, with ongoing additions and subtractions based on evidence. This will be revisited on an annual basis.

Job Descriptions:

The Program Director will have full responsibility for all aspects of the program:

- A. Direct all activities with clients;
- B. Direct all group therapy;
- C. Supervise any co-leader, contracted staff, or future intern;
- D. Sign all correspondence;
- E. Full responsibility with all referral sources.

Contractual staff shall be under the direction of the Program Director who shall supervise and coordinate any responsibilities given to contractual staff. Contractual Staff shall carry their own liability insurance policy, specifically excluding any liability of Free Living Recovery, and the Program Director. A basic orientation will include reading and signing off on the Policy and Procedures Manual; posting license or certification; observation for one week before individual client or group contact; where necessary, continued education.

ADDENDUM to Philosophy:

The philosophy of Free Living Recovery is based on the concept of personalized, self-directed and self-empowerment treatment for individuals, couples, and families in time of need. In the area of substance use, we respect all pathways of recovery, attempting to de-myth the Alcoholics Anonymous stigma through the use of education and specialized group involvement where multiple pathways of recovery are introduced to clients.

Goals and Objectives:

To facilitate the immediate needs of clients faced with emotional, legal, financial, and/or familial crisis as a result of alcohol or drug use.

To guide the client through the involved legal process from arraignment to sentencing with close consultation with their attorney.

To educate and inform the client of the progression of alcohol and drug addiction through lecture, technology, and handouts.

To support an individual's decision to abstain from all substance use by offering regular supportive groups within the facility, as well as trauma informed spaces offered in the community.

To confront clients with the realities of Recovery by providing steps and guidelines for a meaningful, quality life in recovery.

To serve all citizens, women, men, youth; persons who are disabled, minorities, children and families of those with substance use disorders who are in need of private, personal counseling.

SPECIALITY will be with those arrested for Operating While Impaired (OWI) and Operating While Visibly Impaired (OWVI), and other alcohol related legal offenses and the processes involved as a result.

Prevention Services:

A service log to document prevention services provided to an individual, group, or the community will be maintained including, but not limited to:

1. Group name, descriptive title, and number of service recipients;
2. Name, number, and address of a responsible member of the group;
3. Type of service provided;
4. Date of service delivery;
5. Staff name providing services;
6. A notation that individual service was received.

Screening and Assessment Services/Outpatient Services:

This service shall be provided by a licensed and/or certified counselor. Recipient records shall be maintained containing all of the following:

1. Recipient identifier;
2. Documentation of interviews, psychological testing, and other diagnostic tools used to assess recipient;
3. Date and method of referral;
4. Substance Use Disorder diagnosis and criteria;
5. Summary of referral, and any specific treatment and rehabilitative services suggested and treatment program options;
6. Establish and maintain hours for counseling services;
7. Written release for disclosure.

Admissions Eligibility Criteria:

Admissions shall be according to the following process:

1. Telephone screening to ascertain appropriateness of request for services.
2. A request by an attorney for client to have "evaluation" following an arrest.
3. A request by a significant other for information, guidance to develop a possible intervention plan.

Intake Process:

An appointment is made for a specific time and date for intake interview. At that time, the following shall take place:

1. All intake forms shall be completed with client (biopsychosocial information; release forms; attorney or other referral source information).
2. A complete substance use history shall be taken.
3. Recipient Rights shall be explained.

4. Hours of operation shall be given, and information provided for appropriate community mental health agency services available.
5. Within 30 days and/or 2-3 individual sessions, a treatment plan shall be developed with intended goals and objectives. This form will be reviewed every 90 days, or when a change is needed.
6. Services shall not be denied based on color, race, national origin, religion, sex, age, mental or physical handicap, marital status, sexual preference, gender identity, or political beliefs.

Free Living Recovery is not “NO PAY” program. Those who are unable to pay will be referred to a state licensed agency that is funded and able to take sliding scale payment plans.

Free Living Recovery treats co-occurring mental health disorders. Both primary or secondary substance use disorders are treated accordingly.

Recipient Rights:

Recipient rights are posted in a visible place in the office. Refer to rules of the Department of Licensing and Regulatory Affairs, Bureau of Community and Health Systems Substance Use Disorders Service Program on page 28.

Specific Recipient Rights/Discharge Policy and Procedure:

A recipient has the right to refuse treatment and be informed of the consequences of such refusal. The types of infractions that can lead to discharge are:

1. Three or more consecutively missed appointments without notification by telephone.
2. Indications of physical or sexual violence towards staff or group participants.
3. Willful destruction of property or theft within the office or facility.
4. Nonparticipation or lack of progress.
5. Erratic behavior caused by not taking medication prescribed by psychiatrist.

Generally, treatment will end with both client and therapist agreeing the goals of therapy have been met. If Free Living Recovery can no longer provide the needed services, a referral source shall be provided. A release of liability form will be signed if possible. Upon termination, a Discharge Summary will be kept in the client file.

Only the Program Director has the authority to discharge any recipient/client. An Appeal can be through email, or letter addressed to the Program Director.

Discharge will be reviewed by Program Director and Recipient.

Methodology – Options for Treatment Services:

1. Individual private counseling sessions of 55 minutes on a weekly, bi-weekly, or monthly monitoring basis;
2. Con-Joint (relationship) sessions with client, spouse, friends, relatives (significant others/partners);
3. Family sessions on a weekly, biweekly, or monthly basis to facilitate and monitor sobriety issues;
4. Group sessions on a weekly basis for 90 minutes;

5. Demonstrations on the Dynamics of Addiction;
6. Joint meetings with legal representation;
7. Attendance at court hearings or driver license appeals.

Organizational Structure:

Free Living Recovery, LLC is registered as a limited liability company, sole proprietorship; and for tax purposes, a Subchapter S Corporation. Free Living Recovery offers resources, professional clinical mental health counseling, peer coaching, specializing in the treatment and support of those diagnosed with a substance use disorder. The Director/Owner, Kathleen M. Smigels, will serve in the following functions:

1. Administrative Duties;
2. Program Director;
3. Recipient Rights Advisor;
4. Liaison for Coordinating Agency;
5. Counselor/Therapist.

Discontinuance of SUP and Disposal of Client Records:

The closure of Free Living Recovery is hereby stated. All client files will be destroyed by shredding within 30 days of closure. Files being transferred will be done with the consent of the client and notification will be given 30 days before closure. Free Living Recovery will notify the coordinating agency not less than 30 days prior to closure of the program.

All clients still in treatment shall be notified of the date of closing, and have a choice of two additional referrals, and how they can obtain records for transfer. Client consent forms for transfer of records shall be signed before such transfer of information and client records occurs.

All client files shall be held for a period of three (3) years from the date of the closure of a case. If there is no further request for services or information by client, client records will be disposed of by way of shredding.