

Please read carefully as there are many updates.



## **Monarch Women's Treatment Centre Referral Information**

2020

Did you read and/or complete the following?

- Letter of Introduction
- Important Information for Applicants Attending Sudbury WMS
- TB Form
- Travel Guarantee
- Connections Program
- Methadone/Suboxone Information (if needed)
- Residential Information
- Consent Form
- Map of Sudbury

It is important for referring agencies that the applicant sign the enclosed Release of Information, if you require updates, a letter of completion or a discharge summary. Thank you.

**Monarch Women's Centralized Assessment Services**

**Tel: 705-674-5090 Fax: 705-674-8002**

**Toll Free: 1-877-431-6713 x 2225**



Monarch Women's Residential Treatment Centre offers a 5-week residential treatment program to individuals aged 16 years and older. The applicant must have a desire to attend a program which requires abstinence while at our agency. The first week consists of a Treatment Readiness Week, to prepare participants for the physically, mentally and emotionally demanding weeks to follow. We provide a structured, psycho-educational, holistic approach to chemical dependence. We accept individuals on opiate agonist therapy. We give priority to women who are pregnant depending on conditions.

**The admission process will include the following:**

- A completed Provincial GAIN Q3MI Assessment
- A telephone assessment with Monarch Women's Assessment and Referral Services
- A psychiatric or physician's report may be requested if additional information is needed
- A signed consent form from your Methadone/Suboxone clinic (if applicable)
- Doctor's clearance for **SIGNIFICANT MEDICAL ISSUES AND MENTAL HEALTH STABILITY**

**Once accepted by the program applicants will receive a bed date, after which they must:**

- Undergo a **1-step TB test done** and have results sent to Monarch **within 3 weeks**
- Obtain a transportation ticket or send in a Travel Guarantee signed by someone **other than the applicant**
- CALL weekly and check in directly with the Connections Counsellor at **(705) 674-4193 X 2235**. If they reach the answering machine, they must leave a message.
- Attend withdrawal management services prior to admission
- Have all medications in blister packaging (except Methadone & Suboxone), if possible, otherwise these must remain in their original containers

**FAILURE TO COMPLY WITH THE ABOVE MAY RESULT IN THE LOSS OF BED DATE.**

**Please provide a copy of the following enclosed documents to the applicant:**

- Important Information for Participants Attending WMS in Sudbury
- TB Form
- Travel Guarantee
- Connections Program Information
- Residential Information Sheets
- Consent Form
- Methadone/Suboxone Information/Consent Form (if applicable)
- Map of Sudbury

Agencies should have the applicants sign the enclosed Release of Information consent form if you require updates, a letter of completion or a post-treatment discharge summary. We look forward to your continued cooperation in providing quality service to individuals with chemical dependence.

## **IMPORTANT INFORMATION FOR MONARCH APPLICANTS Attending HSN (WMS) Withdrawal Management Services**

We would like to take this opportunity to make you aware of Monarch Women's Treatment Centre's expectations for applicants awaiting admission to the Centre while at WMS located at, 336 Pine Street, in Sudbury. **Please be advised that WMS is a co-ed facility.**

- You must CONTACT WMS at (705) 671-7366 THE DAY BEFORE your admission there.
- **Failure to arrive at WMS on the date assigned will cause you to lose your treatment bed.**
- Please eat before arriving at Sudbury WMS, as you will not be allowed to eat for the first 4 to 8 hours, while you are under observation.
- Upon admission to WMS, you must sign a RELEASE OF INFORMATION, allowing staff at WMS and Monarch to share ALL information during your stay. **Should you fail to sign the Release of Information, your admission to Monarch Women's Treatment will be denied.**

### **MEDICATIONS**

1. All medications MUST be approved by Monarch prior to your arrival.
2. A FIVE-week supply of medications in blister packaging is required, with the exception of methadone and suboxone. Monarch will arrange to pick up the amount of medications required for your stay in Treatment, because WMS does not store large quantities of medications.

### **PERSONAL SUPPLIES**

Please arrive at WMS with enough personal supplies, including cigarettes, for 2 DAYS.

### **OUTINGS**

You will **NOT** be permitted to attend any meeting or any outings, including the corner store. You will not have outings with family while in Sudbury WMS. The only exception will be participants in Methadone/Suboxone treatments, who will leave daily, for their prescribed dose.

**PLEASE NOTE THAT MONARCH APPLICANTS WILL BE TRANSPORTED FROM WMS TO THE MONARCH TREATMENT CENTRE BY STAFF ON THE DAY OF THEIR ADMISSION INTO TREATMENT. IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THESE EXPECTATIONS, PLEASE CONTACT THE INTAKE OFFICE AT 705-674-5090 OR THE CONNECTIONS COUNSELLOR OR 705-674-4193 EXT. 2235.**



## Monarch Recovery Services – TRAVEL GUARANTEE

(PLEASE COMPLETE AND FAX TO 705-674-8002)

By signing this form, I take full responsibility for the return travel costs for \_\_\_\_\_ whether or not treatment is completed.

Applicants are responsible for all their own transportation costs for bus, train, plane and taxi fares from home to Withdrawal Management Services and/or the Monarch Recovery Services, and for their return back home.

Current local taxi costs are approximately:

From Monarch Recovery Services to Airport - \$75.00

From Monarch Recovery Services to Bus Depot - \$25.00

\*Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: Daytime: \_\_\_\_\_ Evenings & Weekends: \_\_\_\_\_

Alternate number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

Will Provide Individual with an Open Return Prepaid Travel Ticket: Yes  No

**\*Please note that we may need to reach you at any time of the day, should this individual wish to leave or is discharged from Monarch's services. Monarch is not responsible for the participant's travel arrangements or payments thereof. If you feel that you may not be available at all times, you have the option of providing a prepaid open return ticket. Thank you.**



**PLEASE HAVE THIS T.B. FORM COMPLETED BY  
A MEDICAL PROFESSIONAL & FAXED TO 705-674-8002.**

**Name:** \_\_\_\_\_

**RESULTS :**                      **Date received** \_\_\_\_\_  
   **Results (mm)** \_\_\_\_\_  
   **Interpretation** \_\_\_\_\_

**CHEST X-RAY REQUIRED IF T.B. TEST IS POSITIVE (results):**

**MEDICAL PROFESSIONAL'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PLEASE NOTE: THE TB TEST IS FREE AT ALL HEALTH UNITS. IF THERE IS NO HEALTH UNIT IN YOUR VICINITY, MEDICAL CLINICS MAY CHARGE FOR THE TEST. IF YOU ARE RECEIVING ODSP OR ONTARIO WORKS BENEFITS, CALL YOUR WORKER AS THE COST OF THE TEST MAY BE COVERED.**

**CONNECTIONS PROGRAM - 705-674-4193, Ext. 2235**  
**TOLL FREE 877-431-6713, Ext. 2235**  
**connect.women@srmonarchrs.ca**

**Welcome! We are looking forward to meeting you!** We realize that you may find the wait time for Treatment long. During this time there are things that you **MUST** do, in order to indicate your commitment to treatment and to retain your bed date. Once you are given a Treatment (bed) date, your file will be transferred to Melinda Serre, our Connections Counsellor. **YOU ARE EXPECTED TO CONTACT MELINDA WITHIN 7 DAYS AFTER BEING APPROVED FOR TREATMENT.**

**Failure to complete the following requirements will result in the loss of your bed:**

You **MUST** call and speak directly to Melinda ONCE WEEKLY, MONDAY TO THURSDAY, between 8:30 a.m. and 3:30 p.m., in order to keep your bed. Please note that a phone message will be considered a check-in call; however, Melinda will need to speak directly to you in order to have your call confirmed. If your call is urgent, you may also reach Stephanie at extension 2225. You will lose your bed if you fail to check in **after two weeks**.

- You will likely be assigned a date and time to attend WMS (Withdrawal Management Services/Detox). **Should you not arrive at WMS on the assigned day, or discharged from WMS before your admission date, YOUR ADMISSION TO MONARCH WILL BE DECLINED.**
- **COMPLETED FORMS-** We require that **Travel Guarantee Form** and **TB form** be completed and faxed to Monarch **THREE WEEKS** after you receive your Treatment date. **The fax number is 705-674-8002.**
- A doctor's letter on any **SIGNIFICANT MEDICAL ISSUES AND MENTAL STABILITY** may be required prior to your detox date. If you are diabetic, you will need to have your sugar levels stabilized and bring a glucometer and a 5-week supply of strips and medication with you to Treatment. **Note:** If you experience significant medical problems while in Treatment, your counsellor may discharge you in order to deal with them.
- **Inform the Connections Counsellor of any changes in medication prior to admission**
- Applicants on opiate replacement therapy will be required to have their prescriptions made available in a Sudbury clinic or pharmacy prior to attending detox. A Monarch driver will take you to receive your Methadone/Suboxone weekdays while you are in treatment. You will need to arrange funds for weekend taxi fare on weekends.
- Any other **OUTSTANDING ISSUES** such as childcare, legal, banking/financial (bill and rent payment) **will need to be resolved** before you enter Treatment.

## METHADONE / SUBOXONE ADMISSION CRITERIA

Monarch Recovery Services  
Assessment Office: 705-674-5090 Fax: 705-674-8002

### POLICY

We accept individuals who are stabilized on opiate agonist therapy. This allows individuals to participate in a program that promotes abstinence, and promotes lifestyle changes consistent with abstinence from substances.

### OPIATE AGONIST THERAPY REQUIREMENTS FOR ADMISSION

The individuals:

1. Must be on Methadone/Suboxone therapy due to a serious narcotic dependency
2. Must have been on the Methadone/Suboxone Maintenance Program for at least TWO MONTHS
3. Must have been on the same dosage of Methadone/Suboxone for a period not less than 2 weeks
4. **Prior to receiving a bed date, applicants must sign a "Release of Information" allowing the Monarch Assessment Office, the prescribing physician and clinic (or pharmacy for non-OATC) to have open communication, and access all Methadone/Suboxone information including results of drug testing**
5. **Out of town OATC** applicants must have their prescriptions transferred to the OATC, 450 Notre Dame Avenue, Sudbury, Ontario, P3C 5L8, Tel. (705) 673-1116, Fax: (705) 673-7267, for the six weeks that they will be in treatment and WMS. **Out of town Non OATC applicants** will transfer their prescriptions to Loblaws Pharmacy, 82 Lorne Street, Sudbury, ON P3C 2N8, Tel. (705) 671-4721, Fax. (705) 671-2862.
6. Must make arrangements to obtain medication on holidays, prior to admission to treatment
7. **Must ensure they have the necessary funds for weekend transportation to the clinic**
8. Local individuals will continue to work with their present clinic or pharmacy to obtain their Methadone /Suboxone therapy.
9. **Must bring your own small lock box with key to store carries**

As a general rule, individuals go for their opiate agonist therapy at 9 a.m. daily

## RESIDENTIAL INFORMATION

### **MEDICAL**

MONARCH RECOVERY is a non-medical addiction treatment centre. We **do not** have a doctor or medical staff. If you become ill, please inform the Assessment or Connections Counsellor as soon as possible to change your treatment date. **Legal, Dental, Optometrist and all other medical appointments must be completed before your admission date.** If you require unexpected medical attention during your stay, we encourage you to go to a walk-in clinic during your free time on Saturday.

### **MEDICATIONS**

- Only approved medications, including herbal remedies are allowed.
- **YOU MUST TAKE ALL APPROVED MEDICATIONS IN THE PRESCRIBED DOSAGE UNLESS OTHERWISE DIRECTED BY A DOCTOR. YOU MUST ARRIVE WITH A 5-WEEK SUPPLY OF ALL APPROVED MEDICATIONS (except Methadone & Suboxone), PREFERABLY IN BLISTER PACK FORM; OTHERWISE, THEY MUST REMAIN IN THEIR ORIGINAL PRESCRIPTION CONTAINERS.**
- You must bring a drug or status card with you, or have funds available, as Monarch does not cover the cost of medications should you become ill and require a prescription. Vitamins must be in a sealed container. All medication will be counted upon your arrival.
- You must inform the Connections Counsellor of any changes in medication prior to your admission
- **NOTE: Diet pills, Gravol, Nyquil, Sleepase, certain allergy medications, etc., are mood altering and must not be taken within one week of treatment, or during treatment.**

**✓ ADMISSION HEALTH AND SAFETY PRECAUTIONS: Due to pest and environmental controls, all clothing must be placed on high heat in the dryer for 20 minutes upon admission. Avoid bringing delicates and clothes that cannot go in the dryer as those will remain in storage.**

### **TELEPHONE CALLS**

Confidentiality prohibits staff from disclosing information regarding our participants. You are permitted to make one check-in call upon admission and one weekly call. Phone calls are typically limited to 10 minutes. Other calls can be made during your free time on Saturday. Should you bring a **cell phone**, it will be stored in lockup upon admission. It will be returned for you to use during your free time on Saturday. Telephone messages will be given to you at the soonest convenient time by staff. If urgent, you will be notified immediately. *You must bring a Bell Calling Card or purchase a pre-paid long-distance calling card prior to entering treatment, if you are planning to make long-distance calls.*



### **🏠 Weekend Outings**

During your stay at *Monarch Recovery Services*, your safety is our priority. To support individuals in their recovery process, weekend outings are not permitted in the first two weeks of treatment. During your 3<sup>rd</sup> and 4<sup>th</sup> weeks, you may submit a 'Request for a Weekend Outing'. Details of your outing contained in this form will be discussed with your Primary Counsellor. Our goal is to support you in developing a safety plan while spending time in the community. **Approved outings are on Saturday from 11 a.m. to 2 p.m. You are expected to return to the Centre on time. Should you arrive late, it may result in discharge. Please be aware that your belongings will be searched upon your return.**

### **💰 MONEY / VALUABLES**

**Monarch Recovery is not responsible for money/valuables lost or stolen.** We request that you refrain from bringing large sums of money to the Centre. Monarch will not reimburse or replace lost or stolen money/articles/valuables. Please leave your valuables at home or place them in our residents' lockup.

### **👕 CLOTHING**

Residents will brush their teeth, bathe, or shower and wear clean clothes daily. You will be neatly and modestly dressed at all times. You cannot wear inappropriate clothing (displaying alcohol/drug advertisements or derogatory slogans or physically revealing clothing) at any time. You may not wear hats, "hoods," bandanas or sunglasses in the Treatment Centre. Bring clothing for physical activities, as well as sweaters, hats, coats, gloves and boots for cooler weather. Also bring sleepwear, slippers and closed-toe indoor shoes, e.g., running shoes. During summer months, you may bring a bathing suit. **PLEASE pack light and use smaller suitcases rather than one large one.** You are responsible for carrying your baggage up two flights of stairs. We will keep items left behind, after discharge, for up to two weeks at the Treatment Centre, after which time all items will be disposed of. You must pay the shipping costs, if you request that forgotten items be returned to you.

### **🏃 PHYSICAL FITNESS**

We advise you to bring running shoes and appropriate clothing that is suitable to these activities and to the current weather conditions. Daily walks are part of the program.

### **AA SELF-HELP MEETINGS**

You will attend **3 mandatory on-site** meetings per week (A.A., WFS-Women for Sobriety and N.A.). There is one **OPTIONAL** meeting; The Women's Circle meeting at the N'Swakamok Friendship Centre, for which you will obtain more information following your admission.

## **FOOD**

Our Residential Treatment Centre's menu is balanced and based on the Canada Food Guide. If you have any medical or religious dietary restrictions, please notify intake PRIOR to your arrival, to enable kitchen staff to prepare. YOU MAY NOT BRING YOUR OWN FOOD OR BEVERAGES AT ANY TIME. A doctor's note is mandatory if you require a specific diet. We do not cater to personal tastes or non-medical diets. FOOD ALLERGIES MUST BE REPORTED PRIOR TO TREATMENT.

## **RELIGIOUS SERVICES**

Church attendance is optional on Sunday. All Nations non-denominational Church will provide rides to and from the church, should you wish to attend Sunday services. You are welcome to attend a church of your choosing; however, you are responsible for your transportation cost and the service time must be compatible with our programming.

## **SMOKING – NICOTINE REPLACEMENT THERAPY**

There is a designated smoking area outside the building for the convenience of our residents. You may not smoke anywhere else on the property. Vaping or the use of e-cigarettes is not allowed on Monarch properties.

Monarch Recovery Services now offers free Nicotine Replacement Therapy (NRT). We offer the nicotine patch, lozenge, gum and inhaler at no cost. The treatment site NRT Program facilitator will provide you with the information upon your admission to the treatment program.

## **PET THERAPY**



It is possible that at some point during treatment you may be exposed to pet therapy animals. If you have any concerns regarding this please let staff know.

## **DAILY CHORES**

You can expect to do house chores such as setting the table, doing dishes and other light chores, as part of the daily routine.

## **RANDOM SEARCHES AND DRUG TESTING**

**PLEASE BE ADVISED THAT WE WILL PERFORM RANDOM SEARCHES AND DRUG TESTING WHILE YOU ARE IN TREATMENT.**

 <b>PLEASE DO BRING</b>	 <b>PLEASE <u>DO NOT</u> BRING</b>
<p><b><u>A 2-INCH, 3-RING BINDER for handouts</u></b>  paper, a notebook, BLUE AND BLACK PENS for written assignments, envelopes, stamps, stationery and greeting cards for correspondence, change for photocopies, Laundry soap &amp; fabric softener are sold at Monarch - Money for cab fare. We sell books ranging in price from \$15 to \$50.</p>	<p><b><u>DO NOT BRING VALUABLES OR LARGE SUMS OF MONEY</u></b></p> <p>No radio, tape recorder, personal tapes, NO computer, tablets  No E-Readers, Magazines, Videos No board games, cards, crosswords, towels, blankets, pillows or stuffed animals</p>
<p>If you wear <b>glasses, dentures and hearing aids</b>, be sure to bring them with you. If you are diabetic please bring <b>a Glucometer</b>.</p>	<p><b>NO FOOD OR DRINKS OF ANY KIND. You will be provided with a water bottle.</b></p>
<p>A long-distance telephone card  Personal grooming needs which include: soap, shampoo, conditioner, alcohol-free mouthwash, hair brush, hair dryer, non-aerosol non- scented deodorant and hair spray, toothbrush &amp; toothpaste, sanitary napkins and Kleenex</p>	<p>No laundry soap, bleach, scented or aerosol products, hair dye or perms, body sprays, perfume or any alcohol or solvent-based products such as: mouthwash, glue nail polish, nail polish remover –These will be stored until your discharge.  <b>CLOTHING THAT CANNOT GO IN THE DRYER UPON ADMISSION.</b></p>
<p>Five dollars for laundry soap is sufficient for your 5-week stay.  The clothes washer and dryer are free of charge; however, you must purchase special laundry soap from the agency.</p>	<p>Cell phones will be stored upon arrival and their use will be controlled by staff.  <b>No Musical Instruments</b>  <b>E-cigarette and vaping supplies</b></p>
<p><b>Footwear, outerwear and clothing suitable for daily physical activity and walks, and a pair of indoor closed-toe shoes</b></p>	<p><b>No Vehicle, Bike, Motorbike, Skateboard or any type of transportation</b></p>
<p><b>IF YOU SMOKE, BRING ENOUGH CIGARETTES, AS YOU WILL NOT BE ABLE TO BUY CIGARETTES UNTIL YOUR FREE TIME ON SATURDAY OF YOUR 2<sup>ND</sup> WEEK IN TREATMENT. Vaping or the use of e-cigarettes are not permitted anywhere on the property. IF YOU WILL BE HAVING METHADONE CARRIES, YOU WILL NEED A SMALL LOCK BOX WITH KEY</b></p>	<p><b>Please bring your OHIP card, drug card, and contact information for family, friends, family physicians, psychiatrist, counsellors and lawyers.</b></p>

You will be doing ART THERAPY. We encourage you to bring **coloured** pencil crayons and **unscented** markers. You may also bring knitting and crochet yarn. **NO SCENTED PRODUCTS PLEASE.**



**CONSENT TO DISCLOSE INFORMATION**

Release to/  
and/or obtain from:

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Clinical Records Regarding:  
(Please Print Name and DOB)

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Name

DOB (day/month/year)

Concerning the following: (Indicate internal program, if applicable.)

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**This consent shall expire once the person  
has completed their service or upon discharge.**

If request obtained verbally, specify details (i.e. date, time, method, etc.):

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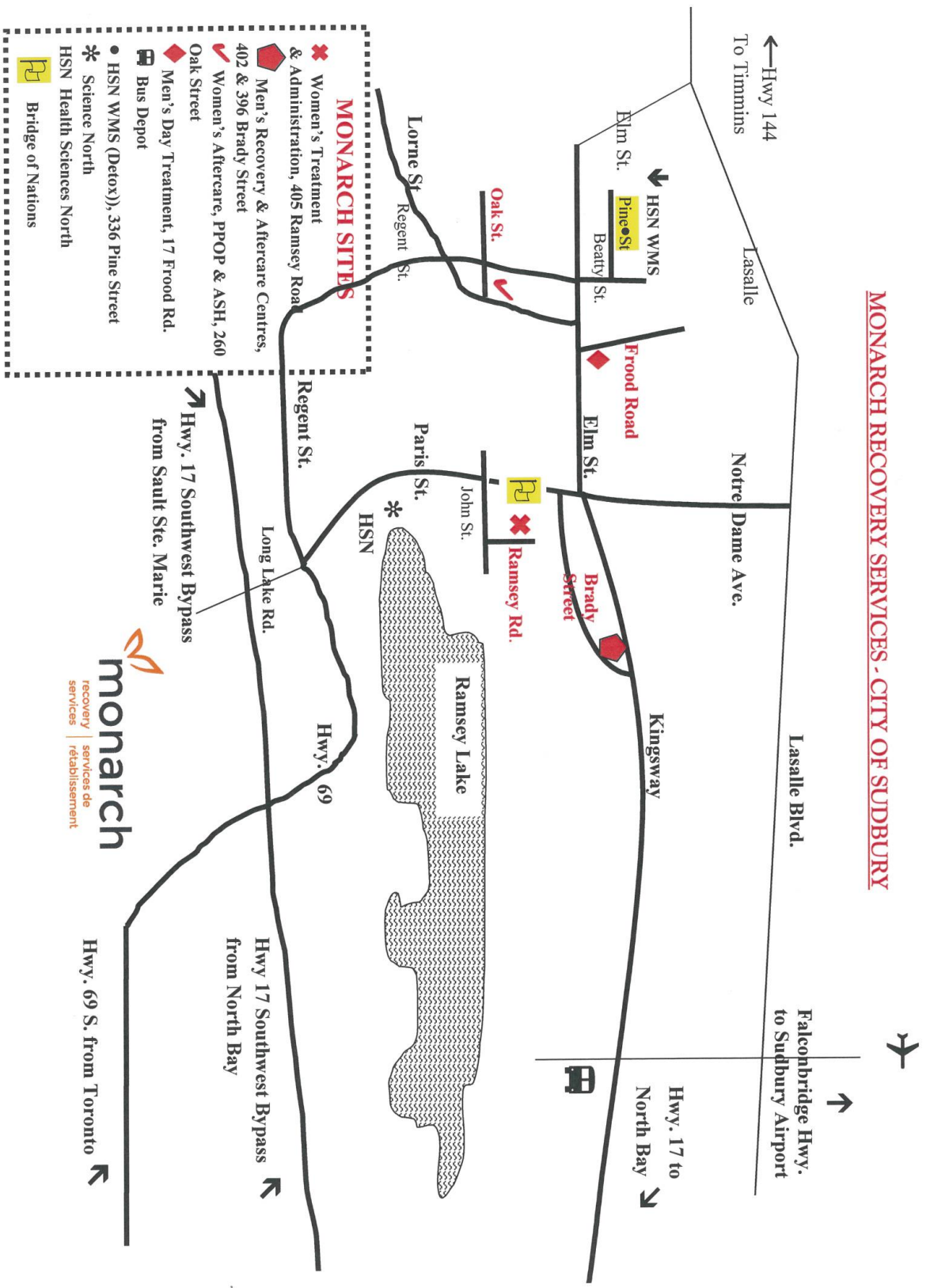
Signature: \_\_\_\_\_

Date (d/m/y): \_\_\_\_\_

Witness: \_\_\_\_\_

Date (d/m/y): \_\_\_\_\_

**MONARCH RECOVERY SERVICES - CITY OF SUDBURY**



Hwy. 69 S. from Toronto

Hwy 17 Southwest Bypass from North Bay

Hwy. 17 Southwest Bypass from Sault Ste. Marie

Falconbridge Hwy. to Sudbury Airport

Hwy. 17 to North Bay