

## **Information for A. F. Whitsitt Center/Kent County Crisis Beds/MORR Beds Consumers, Families, Referral Source**

**IMPORTANT: If you have any pending appointments such as; court dates, doctor's appointments, etc. please make other arrangements prior to your stay at A.F. Whitsitt Center. You will not be permitted to leave for these appointments unless prior approval by the Program Director, Clinical Supervisor and Nursing Supervisor. If warranted, talk with the Courts/Probation Officers/Attorneys to make them aware that you are here.**

Whitsitt Information for Consumers and their families can also be found at [www.kenthd.org](http://www.kenthd.org), A.F. Whitsitt Center Inpatient Residential.

### **ADMISSION DAY:**

- Please call and speak to the Admissions Coordinator on duty if there is a problem meeting your appointment time (410-778-5047). **Late arrivals may be refused admission or required to reschedule for a later date.**

### **WHAT TO BRING:**

- One bag of clothes (appropriate, proper length and coverage, advertisement/logos displayed must be substance free) **you will be asked to change if attire is inappropriate.** Items to pack: 2 pairs of sweatpants, 5 shirts, 5 pants, 5 pairs of socks, 5 sets of undergarments, hat and gloves (**weather appropriate**), sweater, jacket or hooded sweatshirt. You will be going outside during the day and evening, so outerwear will be necessary. **Please pack all items in one medium sized suitcase. Excess clothing and prohibited items will be sent home.**
- Bring a comfortable pair of walking shoes, slippers, reading glasses, and other necessary items such as a robe, sleepwear and shower shoes.
- One bag of groceries (items must be in original containers) and one bag of decaffeinated drinks.
- Some spending money for extra food at cafeteria and vending machines (Checks and money orders cannot be cashed).
- Cigarettes – you may smoke outside the building at **designated locations only**. You must bring enough cigarettes to last the entirety of your treatment stay or make arrangements through your counselor to have additional tobacco brought to you, as the Whitsitt Center does not provide access to these items nor will the agency purchase them for you.
- Envelopes and stamps/pen and notebook
- Only current prescription medications (only medicine necessary for your health will be given to you during your treatment). Any narcotic or other mood- altering prescription drug found in your belongings during admission and is not prescribed to you will be disposed of.
- **Extra towels and washcloths are suggested.** The unit linens (towels, twin bed sheets, blankets, pillow case) are provided and will be exchanged weekly. For your personal comfort you may bring one (1) new pillow still in store bought plastic. **Please no stuffed animals or blankets.**
- Please bring your own toiletry articles such as a toothbrush, toothpaste, shampoo, soap, deodorant, etc. **Do not bring any items containing alcohol or caffeine. Do not bring more than one of each. Excess will be sent home.**
- Novels, magazines, puzzle books, crossword, motivation books or spiritual books are allowed and will be viewed by staff to see if appropriate for use.
- Some food items (perishable or nonperishable) will be allowed as long as it is in original **unopened container**. We would prefer unopened plastic containers.

- Alarm clocks only, no clock radios. **No personal electronic devices. (See Contraband Listing)**
- The washer dispenses laundry detergent and bleach as needed. Each consumer is expected to do his/her own laundry. A washer and dryer are available on the Wing (no charge). **Please do not bring laundry supplies unless you have allergies.**
- The A.F. Whitsitt Center will not be responsible for consumer's personal belongings. Any discharged consumer leaving belongings at the Whitsitt Center need to claim them within five (5) days. **If they are not claimed, the belongings will be given to charity, no exceptions!**

### FINANCIAL RESPONSIBILITIES:

- Proof of income (pay stub, W-2, Income Tax Forms), **Failure to do so will result in being charged 100% rate until proof of income is obtained.**
- A copy of insurance card if you have one (If precertification is required, please let us know immediately).
- Copy of driver's license or photo ID.
- Consumers under 21 must complete EPSDT Form. ***Admission may be denied if all information is not received.***
- Providing proof of income could substantially decrease the cost of treatment at A.F. Whitsitt Center. After completing treatment at A.F. Whitsitt Center, an invoice will be sent. Full or partial payment is acceptable. If a payment is not received within three months, the account will be sent to Maryland Central Collection Unit. An additional 17% will be added to the amount owed for administrative fees. This is a requirement of the State of Maryland and is non-negotiable. If you need further assistance or have any questions, please contact the fiscal department at 410-778-6404, ext. 3230.

### PHONE CALLS:

- All consumers are permitted to make two five-minute personal phone calls per week during regularly scheduled times.
- Other calls made need to have prior approval by your counselor

### MAIL

Consumers are free to receive and send uncensored mail. Packages and/or large envelopes must be opened in the presence of staff. **Please tell your loved ones to put your name on all mailed items.**

- Mail can be sent to the consumer at:
  - Consumer's name
  - A. F. W. C.
  - 300 Scheeler Rd.
  - Chestertown, MD 21620
- Consumers are required to bring their own stamps and envelopes as the A. F. Whitsitt Center does not provide them.

### CENTER RULES

- In order to maintain a safe, clean, and pleasant atmosphere, each consumer is assigned various household tasks which are to be completed as described.
- To help maintain the usefulness of the furniture on the unit, consumers are to keep their feet off of the chairs, couches, and/or tables. **PLEASE DO NOT SIT ON TABLES.**
- The Center reserves the right to alter or suspend an individual's attendance at meetings either inside or outside the facility for clinically appropriate reasons.
- When setting the rooms up for the Stages of Change process group, chairs are to be in a circle to facilitate group interaction.
- Television use: Times are posted in the areas of use.

## MEDICATIONS:

- Consumers who are taking prescribed medication(s) are bring it with them on admission and give to the Admissions Coordinator during the admission process. This includes all over the counter medications. This is extremely important for proper medication management.
- Nicotine patches are considered medication and should be given to the Nurse. This is important for proper medication management. Ask staff for details.
- A.F.W.C. will only administer non addictive medication.

## FOOD:

- In an effort to prevent disease and infestation of bugs, open food and beverage items must be kept in the activity wing. Sealed food items must be in original containers and may be kept in the consumer rooms.
- No punch is to be prepared unless from a store-bought mix.
- No Fast Food may be brought in by visitors.
- No fountain sodas or open containers will be permitted.
- Food stored in refrigerators must be labeled and dated.
- Food more than 7 days old or unlabeled will be thrown away.
- NO CAFFEINATED BEVERAGES are permitted.

## FEDERAL CONFIDENTIALITY LAWS:

- Please be aware that **Federal Confidentiality Laws** prohibit the A. F. Whitsitt Center from releasing information about a consumer without written permission to do so.
- It is expected that each person's right to confidential treatment will be respected by other consumers. Violations of others confidentiality could lead to discharge.
- The Whitsitt Center is to comply with law enforcement if a consumer is issued a subpoena, court order, warrant or summons by the courts that is signed by a Judge or Magistrate. Failure to do so may result in penalties against Whitsitt Center.

## VISITING HOURS/FAMILY GROUP SESSIONS:

- Visitation is allowed on the 2<sup>nd</sup> Saturday after admission from 12:45 until 3:00. A family program is held from 1:00 pm. – 2:00 p.m. on visiting days. ***Please be at the A. F. Whitsitt Center no later than 12:45 P.M. Once Family Group has left the front of the building, you will not be able to attend.*** Participation in this program is mandatory for anyone who wishes to visit a consumer in our program.
- Each consumer is permitted to have two adult visitors and children of consumer. Adults are considered anyone 13 and older.
- Individual family sessions with consumer family members and a counselor are available after the group presentation or can be scheduled at another time. Family members may ask the counselor for information.
- Narcan Training is available for all visitors. Family members may ask the counselor during the Family education.
- Visitors ***must*** leave cigarettes, purses, tote bags, pagers, cell phones, cameras, etc. locked in their vehicles before coming to visit. Strollers and diaper bags will be searched. This is for the protection of all visitors and our consumers and to adhere to Federal Confidentiality Laws.
- ***If someone is suspected of being under the influence of alcohol/drugs*** they will be asked to leave the premises and future visitation rights will be suspended.
- ***Only one grocery sized bag of items may be brought in at the time of visitation.*** If additional bags or items are brought in they will not be permitted. You must take these things back to your car.
- Fast food is NOT allowed to be brought into the facility.

- CAFFEINATED BEVERAGES are NOT permitted.
- *There is no smoking during visiting hours.* Visitors violating this policy will be asked to leave.
- If you are caught smuggling items in, your future visiting privileges will be revoked.
- Please comply with the program’s rules.

**DAY OF DISCHARGE:**

- Consumers are responsible for returning any property of the unit, after use and/or prior to discharge (i.e. linens, books).
- For optimum recovery, it is this facilities’ policy to encourage our consumers to participate in Continuing Care including but not limited to behavioral health outconsumer services, peer support meetings (12 step, church, support groups).
- On the scheduled date of discharge the consumer will not be allowed to leave until 9:30 a.m. unless prior arrangements are made.

**WHAT CAN FAMILIES DO?**

- Families are affected by their loved one’s behavioral health/substance use.
- Families are part of their loved ones’ recovery.
- Families can attend support groups which the local health department can provide locations and times of; the staff at AFWC can provide this information as well.
- Al Anon / Nar Anon meetings are a valuable asset. Please contact our Peer Support Specialists, 410-778-6404.
- Attend individualized family sessions.
- We ask that consumers take their recovery one day at a time and we ask the families to take recovery one day at a time. This means to please only discuss what is happening today. Initially, please avoid discussions of past behaviors/feelings that may cause anger/resentments/negative feelings. Your loved one needs to focus on the day and what they can do that day to make good and healthy choices.
- If there is a true emergency that the consumer needs to be called you may call the Nurses Station, 410-778-6404, ext. 3259 (Men’s) or 3222 (Women’s)

**ATTEMPTS TO LEAVE:**

- Recovery is hard, so it is understood when change becomes overwhelming and consumers want to leave before the expected discharge date
- Staff is available to assist the consumer in overcoming this challenge
- If the consumer still wants to leave they can make one phone call and will be given 15 minutes to pack their belongings and be escorted off the premises.
- Families, please encourage your loved one to stay and talk with staff.

Although unlikely, an emergency situation may arise that would require an evacuation of the AF Whitsitt Center. Plans are in place to assure the safe evacuation of your family member. We will provide information and updates as quick as possible. There are two methods you can obtain information: (1) Call 410-778-1350 push 2 for Public Health Emergency Information or (2) Go to the health department's web site [www.kenthd.org](http://www.kenthd.org) and look for the Hot Topics Clipboard.

Reviewed														
Revised	5/10	2/12	6/12	10/13	10/15	2/18	1/19							

***NOTE: Please do not ask your family to drop items off to you during the week, as they will NOT BE ACCEPTED unless prior approval from counselor.***

# Contraband Listing

Things NOT allowed in our center:

1. Anything containing *Alcohol or Caffeine*: Mouthwash, cologne, perfumes, hair spray, nail polish removers and nail polish.
2. *No* over the counter medications unless approved by admissions.
3. Hair colorings, perms or other harmful chemicals. No Bath Salts.
4. No sharp objects, including metal nail files, nail clippers, manicure sets, box cutters, knives of any kind, scissors, and tweezers (anything not approved will be locked up or sent home with family member).
6. No electronics: **cell phones**, bluetooth, iPods, Kindle, laptops, notebooks, CD players, CDs, DVDs, handheld video games, cameras of any kind, clock radios, radios, calculators.
7. Blankets, pillows or stuffed animals from home. (Must be a new store bought pillow still in plastic.) No feather down mattress covering.
8. Valuables (such as jewelry or a *large* amount of money) are your responsibility. **Whitsitt Center is not liable for the loss of said items.**
9. No glass items, No unsealed food.
10. No large amounts of money (A.F.W.C. will not be responsible for lost or stolen).
11. **No dryer sheets or bleach are permitted.** The washer dispenses laundry detergent and bleach as needed. Each consumer is expected to do his/her own laundry. A washer and dryer are available on the Wing (no charge). **Please do not bring laundry supplies.**
12. **Do not bring your car.** You may not have your car on the property while you are a consumer at the Center.
13. **No CAFFEINATED BEVERAGES or Fast Food.**

***STAFF RESERVES THE RIGHT TO LOCK UP ANY ITEM THAT IS DEEMED DANGEROUS TO THE CONSUMER WHETHER OR NOT IT IS ON THE CONTRABAND LIST.***

Reviewed														
Revised	9/09	6/10	6/12	10/13	10/15	3/18								