

Middlesex DUIIL Program

Admissions Information
for
Clients Entering the 14 Day Residential Program

The information contained in this packet is designed to introduce new clients, their families and friends to the Middlesex DUIIL Program. Our objective is both to help the incoming client be better prepared on Admissions Day and to provide those at home with a general understanding of the program.

Specifically, this packet should:

- tell you what the program is and what it is not,
- provide information you will need in preparing to attend the program,
- acquaint you with life at DUIIL - what you can expect from the program and what the program will expect from you.

Please take the time to review these materials carefully.

Middlesex DUIIL Program
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www.mhsainc.org

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The Middlesex DUI Program: What It Is

- The DUI Program, located in Tewksbury, Massachusetts, is a fourteen day, residential program for men and women who have been convicted of a second offense for driving under the influence of liquor (or other substances).
- The DUI Program is a court mandated program. Clients who come here do so under court order as an alternative to incarceration.
- The DUI Program is a program whose objective is to help clients with substance abuse issues to deter future problems through its education, counseling and referral services.
- The DUI Program is a program of Middlesex Human Service Agency, Inc., located in Waltham, Massachusetts.

The Middlesex DUI Program: What It Is NOT

- The DUI Program is **NOT a detox facility**. **You are required to appear for admission free of alcohol and/or drugs. Clients who are in need of detox services should seek them before entering the program.**
- The DUI Program is **NOT a medical facility**. We do not provide medical treatment of any kind. Clients who need medical attention will be sent or referred to appropriate facilities off premises, such transportation and treatment being at their own expense. We do not provide medications – clients must bring their own medications and related supplies with them.
- The DUI Program is **NOT a state agency**. Although the program is licensed by the state and contracts with the state to provide second offender services, it is not run by the state. It is part of a private non-profit organization. Clients make payment directly to the DUI Program to help cover the cost of their attendance. These payments are not part of their court costs or other court imposed fines.
- The DUI Program is **NOT part of the Tewksbury State Hospital**. Like a number of other organizations, the DUI Program occupies one of many building on the grounds of the Tewksbury Hospital complex. We are not part of the state hospital; we only occupy one of its buildings.

GETTING READY TO ATTEND THE DUI PROGRAM

Medical Issues and Medications

Clients who are currently receiving treatment for any medical condition(s), who are taking prescription medications or who have stopped taking any prescription medications within the past six months will need to make certain arrangements prior to admission. You may either bring any required doctor's notes with you at admission or you may have the doctor fax them to us prior to your scheduled admission date at 978-863-9914.

Medical Issues

You will be required to have a note from your doctor stating that you have **medical clearance** to attend the DUI Program:

- If you have any condition(s) which might be adversely affected by the stress of attending the program such as uncontrolled high blood pressure, a history of strokes, seizures, heart or breathing problems.
- If you have recently been hospitalized.
- If you have any mobility or other disability issues which may limit your ability to climb stairs or participate in the program.

If you have any questions as to whether a note might be required in your individual situation, please call the DUI office several days prior to your scheduled admission to discuss it.

Medications

Prescription Medications:

- You will need a **note from your doctor** for any prescription medicines you are currently taking. This note must specify the name of the medicine and the dosage (when and how much.) It need not say why you are taking the medication.
- You must bring a **14 day supply** of each prescription medication. We do not have facilities for filling prescriptions. **Diabetics must bring their own testing supplies.**
- All medications must be in original containers with the client's name (not someone else's) on them. **Daily reminder containers, with compartments for each day's medications, are not permitted.**
- If you have stopped taking a prescription in the past six months, please provide a doctor's note indicating that you had his/her clearance to do so.

Non-Prescription Medications

- You may bring non-prescription medicines which **do not contain alcohol** and **do not cause drowsiness**. They must be in their original, **unopened containers**. If you think you are likely to need such things as antacids, aspirin, Tylenol, cold medications, etc., **please bring them with you.**

Financial Matters

Payment

The basic cost of attending the DUI Program is \$999.74 (a rate of \$71.41 per day which is set by the state.) This is the amount charged clients who pay the entire balance at the time of admission or within thirty days of discharge. Several payment plan options are available to those who cannot make full payment within this time period. Normally these require a \$550.00 payment upon admission, with the balance, plus carrying charges, being paid off in four or eight monthly installments. **Those on payment plans will be asked to sign a Contractual Payment Agreement stating that payments will be made. Refusal to sign the agreement will result in dismissal from the program.**

The DUI Program accepts money orders, bank checks and credit cards (Visa or MasterCard). We **do not accept cash, personal checks, business checks or credit card account checks.** Please plan accordingly. We also do not accept third party payments from insurance companies, as few, if any, plans cover court mandated programs such as this. After completing the program, those seeking reimbursement may request a letter documenting their attendance and payment to give to their providers.

If you do not report for admission as scheduled, you will be charged a "No Show" fee of \$70.00 for each such incident. This fee must be paid before you will be admitted to the program. If you are discharged from the program for disciplinary reasons, you will be responsible for payment based on the \$71.41 daily rate for the length of your stay.

The DUI Program will provide you with the paperwork necessary to obtain a new driver's license only when you have completed payment of all charges due the Program. Additionally, your probation generally will not be terminated if there is a balance remaining on your DUI account.

Money & Valuables

There is not a lot to spend money on while at the DUI Program, but you will want to have some with you for a number of possible reasons:

- To buy detergent and use the coin-op laundry facilities;
- To use vending machines for snacks and entertainment;
- To use the pay phones;
- To pay for a cab to and from a medical facility should you have a minor medical problem;
- To purchase medication in the event of a minor illness.

The amount you bring will depend on your individual circumstances, but between \$50.00 and \$100.00 works well for most people. It should be mostly in small bills, plus a roll or two of quarters. Remember, you will be in an institutional setting; there are no locks on the doors. Plan to keep any cash on your person or in a suitcase or other container which you can lock. The same is true of any valuables. Or better yet, leave valuable items at home.

Packing to Attend DUII

What NOT to Bring

Before going over a list of things you will need to bring with you to the DUII Program, it is probably best to discuss what items are not permitted. **You may not bring (or have sent to you):**

- **Any liquid product containing alcohol**, such as mouth wash, perfume or cough syrup
- Anything packaged in an **aerosol can** or a **spray pump container**
- Any controlled substances or prescription medications for which you do not have a doctor's note
- **Food or beverages of any kind**, including candy, gum, diet drinks and dietary supplements (without a doctor's authorization)
- **Any tobacco products other than manufacturer pre-packaged cigarettes**. Loose tobacco of any type (rolling, chewing, pipe) is not permitted, nor is snuff or cigars.
- **Matches or cigarette lighters** (they will be provided at designated smoking times)
- **Cell phones**, beepers, two-way radios, **cameras**, computers (including **laptops**) and personal digital assistants (PDA's) such as Blackberry devices
- **Radios, TV's**, mp3 players (**iPod**), **CD or cassette players**, DVD players, electronic games or any similar entertainment devices
- Electric irons, air conditioners and any other portable, electrical or battery operated devices not specifically mentioned on the "What to Bring" list
- **Weapons of any type**, real or toy, or any sharp or pointed objects, such as scissors, nail files, sewing needles, knitting needles or knives
- **Bedding** of any type including pillows, blankets, sheets and bed spreads. (You will be provided with a pillow and pillowcase, a blanket, and a set of sheets for your bed.)
- **Laundry detergent**
- Musical instruments, sports equipment or toys
- Work or school related books, papers or other materials
- Books, magazines, pictures, literature or **materials of any kind which promote alcohol or drug use, or that are sexually oriented**
- **Clothing** which
 - **Promotes the use of alcohol or drugs**; has a message which contains **profanity**; promotes gambling or violence; or has a **sexually oriented** theme
 - Is **tight, revealing, or otherwise provocative**, including tank tops, sleeveless shirts, low cut tops, mesh shirts, spandex, leggings and midriff baring tops
- **A car or other motor vehicle**. If you drive here and attempt to leave your vehicle, it will be towed at your expense.

Any prohibited items which you bring to the DUII Program will be confiscated and either sent home with your driver or discarded.

What to Bring

When trying to decide what to bring with you to DUII, the best approach is probably to think more along the lines of going to summer camp than to a hotel. Clients stay in small, dormitory style rooms. Nearly all rooms are doubles with either two single beds or bunk beds. Each client also has a dresser in his or her room. Space is limited, so pack accordingly.

Basic Items You Should Bring include:

- At least one positive form of **identification**, kept on your person, not in your luggage
- Your health **insurance card** (if you have one) in the event you need to receive treatment at a medical facility
- One or more **notebooks** and several black or blue **pens**
- **An Alarm clock**
- **Towels** and **wash cloths**
- **Clothing** (consult guidelines for what not to bring)
 - Clean, comfortable, **casual clothing** (note: laundry facilities are available)
 - **Comfortable shoes** which either **cover the heel** or have a **strap which goes around the heel** (no open back shoes)
 - **Exercise clothes** and shoes, if you plan to use the exercise equipment
 - **Outdoor clothing** appropriate for the season (including an umbrella), if you would like to go on group walks or if you are a smoker
- **Toiletries** (in accordance with the no alcohol rule) such as:
 - Toothbrush and toothpaste, comb and/or brush
 - Shampoo, conditioner, bath soap, deodorant
 - Shaving kit (electric razor or single edge safety razor)
 - Nail clippers and emery board (no scissors or nail files)
 - Shower shoes (shoes of some type are required whenever you leave your room)
 - **Tampons/ sanitary napkins if there is any possibility you may need them**

Other items which clients may wish to bring:

- Light reading materials (spiritual/religious materials are fine)
- Pictures of loved ones
- Stamps, stationery and envelopes
- A small electric fan (rooms are not air conditioned)
- A hair dryer
- Cigarettes, for those who smoke – none are available at DUII

Note on Cosmetics

While cosmetics are not prohibited, they must be brought in sealed (new, unopened) containers. They will also be examined to ensure they do not contain alcohol or any other ingredients which the staff deems inappropriate in a substance abuse program.

Admissions Process

The DUI Program admits clients every other Sunday between 11:30 am and 3:30 pm. Each client is assigned a specific time within that period when he or she is to report. Your assigned reporting time is listed on the cover letter included in this information packet. Please try to be on time.

You may not drive yourself to the DUI Program. You must have someone else drive you (or arrive by public transportation). In making your arrangements, keep in mind that **your driver must wait until you have completed the admissions process** (generally one to two hours) before leaving. Not all clients who report are admitted to the program. If for some reason (medical, financial or behavioral) **you are not admitted, your driver must be here to take you home.** (If you come by public transportation, make sure you have a way of returning home in the event you are not admitted.) Also, **those who may have difficulty with English (spoken or written) should bring someone who can help them through check-in.**

Upon arrival, you and your driver should come with your luggage to the admissions entrance in the rear of the building on the lower level. **Have any medications or medical supplies (prescription or over the counter) easily accessible,** as they will be checked as soon as you arrive. **Keep your payment, admissions forms and any doctors' notes with you, not in your luggage.** Drivers generally remain in the waiting area while clients are being checked in. Let staff know if your driver is making payment for you so that he or she may remain with you.

During the check-in process you will be completing the admissions questionnaire, visiting the financial office to make any payment due and going through a brief medical evaluation, including a blood pressure check. **You may be asked to take a breathalyser or drug test.** Should you fail either test or refuse to be tested, you will not be admitted.

Once you have successfully completed the financial and medical steps, you will have an opportunity to say good-bye to your driver, who will then be able to leave. A staff member will then escort you and your belongings to your room where **your luggage will be searched for prohibited items** (see list). Should any be found, they will be discarded. Pack accordingly.

Please note that **only supper is served in the cafeteria on admissions day.** (Vending machines are available for snacks.) Make sure to eat lunch or a very hearty breakfast before reporting for check-in. **Do not bring any food or beverages with you. Should you do so, they will be discarded.**

Discharge

Clients who successfully complete the fourteen day DUI Program are discharged on Sunday morning, two weeks following admission. **Discharge time is between 8:00 and 10:00 AM.** Please ask your ride to arrive during that time period. **No one will be allowed to leave before 8:00 AM.**

While You Are Attending The DUI Program

Food

The DUI Program provides clients with three cafeteria style meals each day. Vending machines, located in the basement recreation area, are stocked with a variety of snacks, sodas and bottled water. **You may not bring any foods (including candy) or beverages with you**, the only exception being under special arrangement as prescribed in writing by a medical doctor. You may not have any food or beverages mailed to you while attending the Program.

All cafeteria food is to be consumed in the cafeteria; all vending machine snacks in the recreation area. You may not have any food or beverages in your room with the exception of bottled water, which is allowed through out the building.

Medications

All medications and medical supplies (with the exception of inhalers for asthma or other breathing problems, epipens for allergic reactions and personal care items) brought by clients are kept under lock and key in our Med Room. They are made available for clients to self-administer, under staff supervision, during four specified time periods each day, or at other times should a client's individual situation dictate.

Keeping in Touch

Phones: Cell phones are not permitted at DUI, but a number of pay phones are available for client use. Keep calls to no more than five minutes so that everyone has a chance to use the phones and use them only during designated times. If you expect to make calls, you are strongly advised to **bring a calling card. You will not be able to receive incoming calls.**

Messages: The DUI administrative offices are **not able to take messages for clients** due to issues of both staffing and client confidentiality. If someone outside the program calls the DUI office with a message for you, the person will be told that due to federal regulations regarding client confidentiality we cannot confirm whether you are in fact at the DUI Program.

Mail: You may have friends or family write to you, using the following address:

"Your Name"
Middlesex DUI Program
P.O. Box 149
Tewksbury, MA 01876

Incoming mail is distributed to clients each day at 5:00 PM, outgoing mail is collected each morning. You may also receive packages (via US Mail only) mailed to the above address should you find there is something you forgot to bring. However, you should be aware that **all packages will be searched. Do not ask someone to come by and drop off something for you. This is not allowed.**

Visitors: Clients are **NOT PERMITTED TO HAVE VISITORS** while attending the DUI Program.

Smoking Policy

Clients are permitted to smoke, but only outside in the courtyard smoking area and only during four specially designated periods each day. These coincide with the breakfast, lunch and dinner hours and a fifteen minute period before bedtime. Smoking is not permitted on walks or during any other outside activities. **Any client found smoking inside the building or during a time other than a designated smoke break will be discharged from the DUIIL Program.**

If you smoke, you will need to **bring a supply of cigarettes** with you. None are available on the premises. Do not bring matches or a cigarette lighter, they will be provided by staff during the designated smoking periods. **All other tobacco products are prohibited.**

If you are trying to quit smoking and using the patch, you will not be allowed to smoke. If you are trying to quit smoking, you should also be aware that clients are not permitted to use nicotine gum or nasal sprays while at DUIIL.

Laundry

When packing to attend the DUIIL Program, keep in mind that a limited number of coin operated washers and dryers are available for your use. You should not need to bring fourteen days worth of clean clothing with you, if you do not wish to do so. Single load boxes of laundry detergent may be purchased on site; **you may not bring your own detergent.**

Recreation

Time is provided each day for supervised recreational activities such as group walks, games and craft projects. No one will be forced to participate in any specific recreational activity, but clients are encouraged to take advantage of these opportunities. A variety of exercise equipment is available for clients to use during designated time periods. These include weight and workout machines, exercise bikes and a ping pong table.

Daily Activities

During your stay at DUIIL, you will attend a variety of classes and group therapy sessions as well as have one-on-one counseling sessions with your individual counselor. Participation in these activities is mandatory. Attendance is taken and late arrivals are not tolerated. Each evening you will be required to attend an AA meeting.

There will also be free time to read or write letters in your room or just to sit around and talk with other clients in the common room on your unit. You should not expect to spend your free time watching TV.

Clients are responsible for keeping common areas, bathrooms, hallways, classrooms and the cafeteria, as well as their own rooms, neat and clean. Time is set aside each evening for doing chores, and each client is assigned daily tasks to perform while at DUIIL. Performing assigned chores is a mandatory part of attending the program.

DUIL Program

General Procedures

- **Name Tags** – Clients must wear their name tags at all times other than when sleeping or showering. Tags should be worn on the upper left side of the chest and should be fully visible. They should not be put on a shirt which is then partially covered by another article of clothing.
- **Medications** – Medications are dispensed from the Medications Room at 7:00 am, 12:00 noon, 5:00 pm and 10:00 pm. It is the responsibility of each client receiving medications to report to the first floor day room (used as a waiting area for this process) during the appropriate designated time or times, unless other arrangements have been made to accommodate the individual's special medical needs.
- **Morning Wake-up** – Clients are awakened by staff at 6:30 each morning.
- **Nightly Bed Check & Lights Out**
 - Each client should be in his or her room, standing by the door, at 10:25 pm for bed check. All clients should be ready for bed at this time, should have their name tags pinned to their robes or night clothes and should still be wearing shoes or slippers.
 - Lights out immediately follows the nightly bed check. There is to be no talking after this time, nor is reading with a night light permitted. Clients' rooms should be dark, and there should be complete silence on the units. Please note that staff do monitor hallways to ensure compliance with this policy.
- **Work Assignments** - Each client (except those who volunteer for kitchen duty) will be assigned a daily chore to be performed each evening during job time. These include such tasks as keeping hallways, client bathrooms and day rooms neat and clean.
- **Sickness** - Please inform a staff member as soon as possible if you are not feeling well or if you need to seek medical attention. Do not go to your room without first requesting permission from a staff member.
- **Travel in the Building** – Clients come and go to meals, classes, groups and all other scheduled activities in groups. If for some reason you need to return to your unit or your room (perhaps for a forgotten notebook), you must ask permission of a staff member. **At no time should a client be alone on the unit or elsewhere in the building. Clients must be accompanied by staff when going to and from counseling appointments.**

DUIL Program

Rules & Regulations

General Conduct

- **Attendance:** A schedule of program activities, including classes, films, group sessions and recreation, is posted each day. Clients are to follow the posted schedule, unless instructed to do otherwise by staff, and are to report on time for all activities, unless medically excused. Repeated offenses of tardiness may result in discharge from the program.
- **Behavior**
 - Loud, boisterous behavior is to be avoided at all times. Obscene language is not to be used in the presence of staff or of other clients.
 - Courtesy and cooperation should be the rule in all interactions both with staff and with other clients.
- **Dress** - Clients should dress appropriately at all times. Specifically:
 - Clients must wear shoes or sandals which cover the heel or are strapped at the heel whenever outside their sleeping quarters. Flip-flops may be worn only when going to and from showers.
 - Clients must wear shirts at all times when outside their sleeping quarters. Robes are, of course, acceptable on trips to and from rest rooms. At no time should a client appear outside his or her room wrapped only in a towel.
 - Hats, bandannas and sunglasses are not to be worn indoors unless specifically authorized by staff (such as for medical reasons).
 - No clothing (or other items) advertising or promoting alcohol or drugs or featuring obscene language or a pornographic theme is permitted.
 - The following types of clothing are deemed inappropriate for wear outside a client's room: sleeveless or open shirts, mesh shirts, tank tops, crop tops (no exposed midriffs), tops with low necklines (front or back), leggings, excessively tight clothing such as those made of Lycra or spandex.
- **Food & Beverages** – No food or drink (except water) is allowed in client rooms.
 - All food and drinks provided for clients at meal times must be consumed in the dining room only.
 - All food and drink (other than water) purchased from the vending machines must be consumed in the recreation room only. Water is allowed in all areas.
 - Chewing gum, chewing tobacco and snuff are not allowed.

- **Hygiene** – Clients are expected to shower daily and always to wear clean clothing.
- **Privacy** – No client is to enter the room of any other client.
- **Recreation / Entertainment**
 - Although a TV is provided for client use in the recreation area, it is only to be used during the breakfast and dinner hours or at other times specifically so designated by staff.
 - Clients may not bring radios, TV's, mp3 or other types of music players, DVD players, electronic games, computers, PDA's, or other such devices with them.
 - Approximately one hour is set aside each day for recreational activities including group walks, craft projects, games and use of sports equipment such as weight machines and the ping pong table. Each client is encouraged to participate in activities appropriate to his or her physical ability, but no one is required to participate in any specific activity.
- **Rooms**
 - Each client is responsible for keeping his or her room neat and clean. Beds must be made each morning.
 - Please do not attempt to adjust your radiator or place anything on it. If there is a problem with your radiator please inform a staff member.
 - No objects are to be hung in client rooms other than on racks designed for such use.
- **Telephones**
 - **Cell phones and pagers are not permitted.**
 - Pay phones are provided in the basement and on the units for client use. However, they are to be used only at specifically designated times, and each client is to limit a calling session to no more than 5 minutes so that everyone will have an opportunity to make calls.
 - Phones are not to be used between classes, before or during job times and before or during AA meetings. They may be used as follows:

<i>When</i>	<i>Where</i>
Mealtimes	Basement
Free time (days)	On units / basement
Free time(evenings)	On units
Recreation time	Basement
9:00 PM to 9:30 PM	Basement

DUIL Program Rules & Regulations

Behavior which will result in Immediate Discharge

- Possession or suspected use of alcohol or drugs.
- Possession or suspected use of weapons.
- Possession/concealment of prohibited items such as cell phones, cameras or lighters.
- Destruction of program property or that of another client.
- Stealing.
- Gambling.
- Acts or threats of physical violence, or intimidation of staff or clients.
- Smoking in unauthorized areas or at unauthorized times.
- Inappropriate sexual conduct.
- Making derogatory statements of a racial, ethnic or gender-related nature.
- Being absent from the program or from any activity of the program without permission. This includes travel outside the building without staff permission or a staff escort.

DIRECTIONS

Middlesex DUI Program

978-863-0048

The Middlesex DUI Program is located in Hall 3 on the grounds of the Tewksbury State Hospital complex, just off Route 38 in Tewksbury, Massachusetts, about 25 miles north of Boston and just south of Lowell. The program's building is easily reached from all of the area's major highways – Routes 3, 93, 128 and 495. Those coming from western areas will generally find it easiest to take either Rt. 90 (Mass Pike) or Rt. 2 east to connect with Rt. 495.

The entrance for those being admitted to the program is located on the basement level toward the rear of the building. There is normally ample parking in the area nearest the admissions entrance. If not, vehicles may also be parked in Lot P across the street from Hall 3.

From Rt. 128

- Take Rt. 128 to I 93 North and follow the directions below from I 93.

From I 93

- Take Exit 42 – the Dascomb Road Exit – off I 93. If southbound, turn left at the end of the ramp and then right at the first traffic light onto Dascomb Road. If northbound, turn left at the end of the ramp onto Dascomb Road. Follow it for approximately 3 miles. It will change to East Street along the way.
- After passing the Little League fields on your right, you will come to a traffic light. At this light, take a sharp left onto Service Road (Entrance #2) and follow it to the second stop sign. The parking area beside Hall 3 will be directly across the street.

From Rt. 3

- At the intersection of Routes 3 and 495, take Rt. 495 North (see below).

From Rt. 495 (either direction)

- Take Exit 38 (Route 38). At the end of the ramp, turn left and follow Rt. 38 about 2.7 miles. Ignoring all signs for Tewksbury Hospital along the way, proceed through 5 sets of traffic lights.
- At the sixth set of lights, a Shell gas station (yellow sign) will be on your left. Make a sharp left onto Chandler Street and take an immediate right in front of the Tewksbury Town Library.
- At the first intersection, turn right into the parking area beside Hall 3.

Via Public Transportation

- Take the MBTA train to Lowell from North Station in Boston.
- Take a taxi from the Lowell station to the DUI Program (cab fare should be \$15.00 - \$20.00). You will be approaching from Rt. 38; use the above directions to help your driver locate the building.

A Note For GPS Users

Because the DUI Program is located on the campus of the Tewksbury State Hospital, it does not have a unique street address which can be used by a GPS system. Using 300 Chandler Street, the address of the Tewksbury Town Library, as your destination is probably the best alternative. Go past the library parking lot and through the meadow. The DUI Program will then be the first building on your right.