

## Required for Admission:

- *Prior to your admission*, an email will be sent to your inbox regarding registration into our Patient Portal, My Recovery Compass. Please follow the link and instructions in the email to register.
- **Please be sure to arrive on campus at least 15 minutes prior to your appointment time**
- Patients must provide one valid identification.
  - *If a valid ID is not provided on admission, patients have 72 hours from admission to provide the ID in order to continue participation in the program.* Valid forms of ID include:
    - Driver's License or State Identification from any U.S. state or territory; a State Government Issued Certificate of Birth, a U.S. Active Duty/Retiree/Reservist Military ID Card or a Passport from any country
  - *If a Social Security Card, a Certificate of Citizenship, or a Certificate of Naturalization is provided, a secondary form of identification will be required*
- Bring your insurance card(s), your prescription insurance card(s) (if separate) and a credit card for pharmacy charges.
- Bring your cell phone. It will be used during registration and then stored within safekeeping for the first week of treatment. Cell phone is returned around 1 week in to day treatment with housing once approved by unit manager. Once returned, cell phones, computers and/or tablets must be turned off during treatment groups. If you will be making long distance or international calls on our landline, calling cards are available for purchase (125 minutes for \$6.25) in our book store. Local calls are at no charge.

## Medication:

- Please bring a 30-90-day supply of all prescription medication(s) in the current prescription bottle(s) with the exception of *any mood altering or controlled substances. Any mood altering or controlled substances are not allowed upon admission, including prescriptions.* If they are brought in, they will be destroyed.
- We allow only *provider prescribed* vitamins and/or supplements. If prescribed by a provider, they must be in an unopened, sealed bottle, or in an original prescription bottle. Open bottles will be destroyed upon admission. If not in a prescription bottle, you must have *written proof* that the supplement/vitamin was prescribed by a provider.
- Any products containing CBD or its derivatives will be confiscated and destroyed.
- Do not bring herbal remedies, muscle-building supplements or energy drinks.
- Please do not bring any medication, pills or supplements in baggies or medication holders with loose medication or mixed in a single bottle. Do not bring in expired medication. If they are brought in, they will be destroyed
- Our medical provider will determine which prescription medication(s), over-the-counter medication(s), vitamin(s), and/or supplement(s) will be continued upon admission. Medication(s) related to detox only are included in detox rates.
- For all other medication(s), patients are responsible for obtaining any necessary refills or new medications prescribed during treatment. We have a local retail pharmacy which can accommodate this need or work with your home pharmacy to transfer prescriptions if needed. Patients are responsible for prescription payment directly to the retail pharmacy, via credit card.

- If diabetic, have a chronic viral illness, or any specialty medical conditions/medications, including injectable medications, please bring in a month's worth of equipment and supplies. If additional supplies are needed after admission and the local pharmacy cannot provide them, we will ask you have them shipped from home.
- You may be authorized by the medical team to self-administer your own medications. They will need to be locked in your personal safe and taken as prescribed.
- Bring your insurance card(s), your prescription insurance card(s) (if separate) and a credit card for pharmacy charges.

### What to Bring:

- *Prior to your admission*, fax a copy of your History & Physical completed in the past 12 months.
- *Prior to your admission*, fax a copy of your Mantoux results completed (and cleared) in the past 30 days.
- Casual clothing (about a 5-7 days' supply) along with exercise clothes and a rain coat (laundry items such as detergent, towels and linens are provided). Dress code is casual and comfortable, but should not be revealing or provocative. No clothing or items should reference drugs or alcohol or anything potentially offensive to someone
- Toiletry items, alarm clock (if you have one). Avoid toiletry items with alcohol in them.
- Please bring your own unopened cigarettes and chewing tobacco as we do not sell them on campus. Please bring enough tobacco products to last you for the duration of your treatment stay.
- We recommend bringing between \$150-200 of personal money. We are unable to cash any checks over \$50. There is a personal safe in each room to store monetary items. We are not responsible for lost or stolen items.
- You may bring your laptop for work assignments. Internet access is available.
- *If on probation or parole out of state*: please bring a copy of your travel permit and/or interstate compact.
- Please contact your HR department to obtain required documentation if you are planning to use FMLA and/or Short-Term Disability.

### What not to bring:

- Sporting/exercise equipment, Television, iron, pornography, open food or drink, expensive jewelry, heating pads, electric blankets, blankets, and pillows. Tablet devices are only allowed in day treatment after certain treatment milestones have been met.
- E-cigarettes and vape devices are now considered hazardous waste and will be disposed of on admission.
- Weapons nor ammunition. Ammunition will be confiscated and destroyed.
- Hairspray, Perfume/cologne, essential oils, aftershave, facial astringent, hair color, nail polish remover, nail glue and aerosol containers
- *Nicotine cessation products, cigars, rolling tobacco/pipe tobacco or clove products. If brought, they will be destroyed.* Butane fuel lighters and cigarette rolling machines are not allowed.
- Energy bars/drinks, protein powders/bars, candy, vitamin drinks or any open food/drink.
- Items that hold great personal attachment.

### Travel Information:

- If flying, Hazelden does not offer transportation services. We recommend flying into PDX and contacting Northwest Limo at 503-282-5414, Broadway Cab at 503-333-3333, Radio Cab at 503-227-1212, Royal Airport Shuttle at 503-222-3317, Enterprise Car Rental at 503-538-4010 or Caravan Airport Transportation at 503-288-5102. Arrangements need to be made in advance to ensure availability.
- If driving, please follow the signs for admissions and park in the designated parking spots for patients and families.
- You may have your vehicle on campus. It is subject to be searched prior to use and anytime thereafter.

### Upon admission:

- Treatment units are scent free. Campus is alcohol and drug free.
- You will complete admissions paperwork, including a privacy practice notice discussing your rights as a patient receiving alcohol and drug treatment services. You will also receive a drug screen at this time.
- If you require detox upon admission, you will remain on the medical unit until cleared by our medical doctor to transfer to the Day Treatment program. This is separate from the Day Treatment services and charged separately.
- ***Smoking is not allowed on our medical unit. Once transferred to the Day Treatment unit, smoking is allowed in designated areas only.*** You may request nicotine cessation products from our nursing staff.
- If you are diagnosed with an Opioid Use Disorder, our medical staff will prescribe a Narcan Kit for you through your pharmacy benefits. You may be required to cover some portion of the cost, based on your pharmacy benefits. You will be given your Narcan kit upon your discharge from our facility.
- Hazelden is able to accommodate requests for vegetarian diets; however, we are unable to accommodate for a true Vegan diet at this time.
- Hazelden is a training institution. Health care professionals, medical students, medical residents, Fellows and other professionals may be observing and/or participating in the care and treatment patients receive while at Hazelden.
- Plan to attend all treatment activities on the scheduled days/times. If approved by your counselor, you may have your own vehicle on campus. A valid driver's license, copy of current insurance card(s) and current registration are needed. It is subject to be searched prior to use and anytime thereafter.
- You will be required to submit to a search of luggage and personal items.
- Hazelden makes every effort to provide you with high quality care; however, there are situations in which we may not be able to meet your needs in this setting. If necessary, we will provide you an appropriate referral or transfer.

## Family/Visitor Information:

- One family member is included in the Family Program with the cost of treatment. Contact the Family Program office at 866-866-4662 to register.
- **Family members may call**, email and send mail to the patient. The patient number is **503-538-0900**. Patients are responsible for notifying their family of the specific postal address if they wish to receive mail.
- **Due to the current COVID-19 outbreak and subsequent regulations by the Oregon Health Authority, no visitors are allowed on campus at this time.** However, patients may visit “virtually” (e.g., via FaceTime, Skype, or other videoconferencing means) with their families and friends during the following times:
  - Wednesdays 6:00 - 7:30pm (all patients)
  - Saturdays 3:00 – 5:00pm (female patients)
  - Sundays 3:00 – 5:00pm (male patients)

*\*HBFF is able to provide a completion for treatment letter, however, fit for duty assessments must be completed by your primary provider. \**

## COVID-19

- Along with daily temperature checks that start at the time of arrival, patients are expected to wear a cloth mask at all times when they around other people. The only time that they DO NOT need to have a mask on is when they are: **alone in their room; eating; or sleeping. This is a CDC recommendation** that we are following as an organization and as one of the many tactics that we are employing for your safety and the safety of our staff during this time of COVID-19. *(other precautions are: social distancing by limiting gatherings around meal times and lectures; handwashing; wiping down common areas several times a day, daily temperatures and having a discharge plan in place pre-entry, just to name a few).* Masks are changed out daily and washed under strict guidelines of the CDC with water/drying temperatures adhered to. Masks will also be replaced if they get wet during the day.
- As part of Hazelden Betty Ford’s commitment to keeping you and others safe and healthy while in our care, we currently require COVID-19 testing for all incoming patients as part of our admission process. That helps keep our campus safe so you can focus on your treatment and recovery. When you arrive, we’ll check for symptoms of COVID-19, such as fever, a new cough or difficulty breathing. If our screeners determine you have symptoms, you won’t be able to begin treatment at that time, and we’ll connect with you once you are off campus to determine next steps. If you are symptom-free, a nurse will spend a few seconds getting a nasal swab, which will be sent to a lab to determine if the coronavirus is present. We do that test because the virus can still be present even in the absence of symptoms. The results of your test will typically take 24-48 hours to get back, and you will be able to stay on-site until we receive them. If your test comes back negative, you’ll be cleared to join other patients in all of our programming. If it’s positive, we’ll need to look at some other options.
- Once you are admitted, our infection control and prevention plans define that HBFF will discharge patients who develop fever or symptoms of COVID-19, because of this all new patients need to make provisions for one of the following prior to admission: 1. A local resource who will be immediately available to pick up the patient from our site 2. A specific plan for how to get home that is not reliant on public transportation. This will be discussed with one of our counselors.

## Stay-at-Home Guidelines

- Day treatment patients are currently following the stay-at-home guidelines as indicated by the state of Oregon to reduce patients' exposure to and transmission of COVID-19. In accordance with these guidelines, day treatment patients are able to go off campus for essential tasks only and at certain times. Patients will have their temperatures taken and items disinfected each time they return to campus from an offsite outing. **Essential tasks include:**
  - Medical or behavioral health appointments that cannot be facilitated virtually or by phone
  - Picking up medication
  - Legal appearances that cannot be rescheduled or facilitated virtually or by phone
  - Purchasing needed items at grocery stores; patients are limited to 5 items per outing
  - Other outings as expressly approved by supervisory staff
- Day treatment patients are able to leave campus at the following times to complete these essential tasks:
  - Wednesdays, Fridays, and Sundays 5:30 – 7:30pm
  - Other times as approved by supervisory staff
- In order to reduce potential exposure and transmission to patients, friends and family members are not able to transport patients for essential tasks. This also means that day treatment patients are currently not able to leave for weekend passes with friends and/or family members.