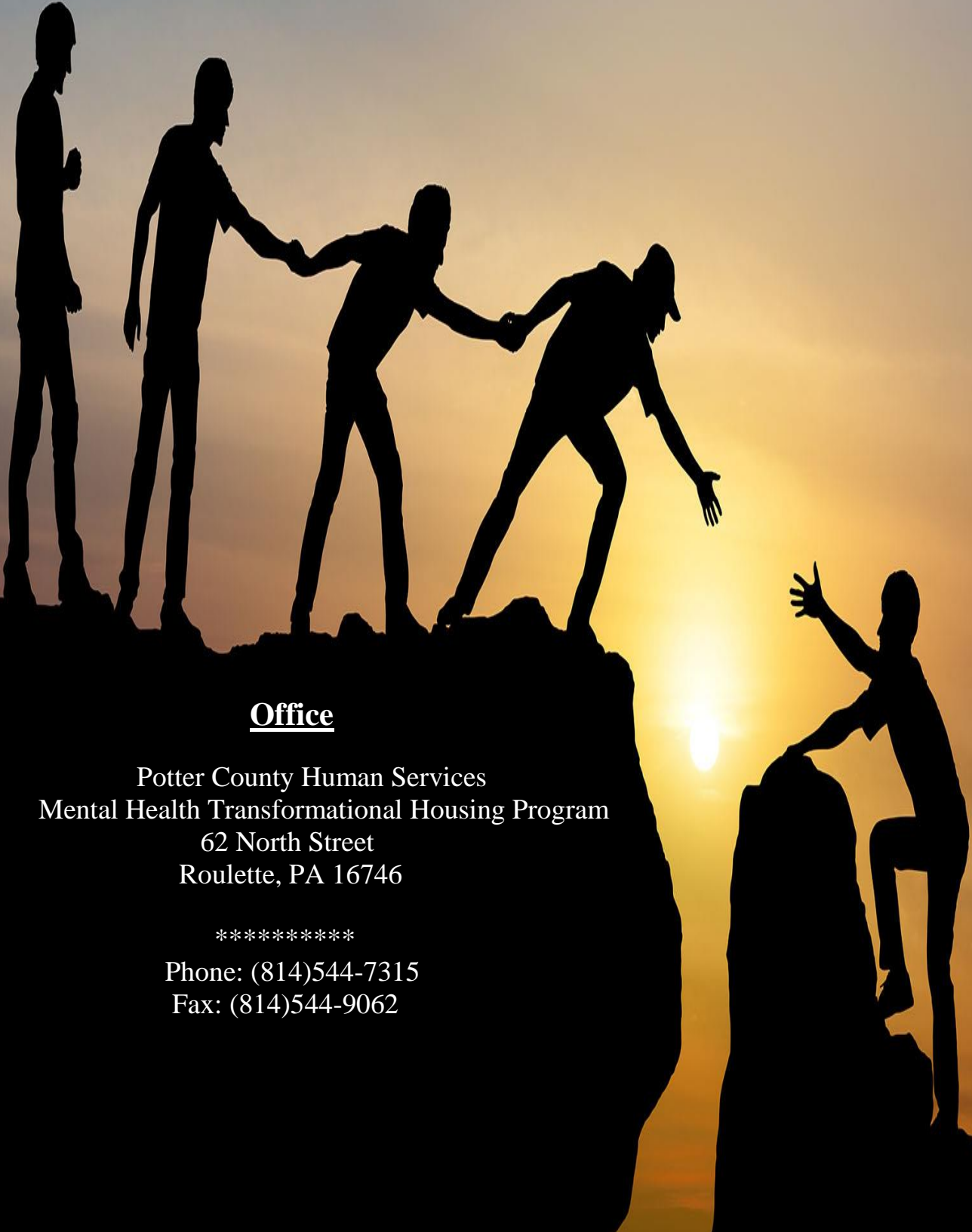


Potter County Human Services Transformational Living Program

“Transformation is a journey without a final destination.”



Office

Potter County Human Services
Mental Health Transformational Housing Program
62 North Street
Roulette, PA 16746

Phone: (814)544-7315
Fax: (814)544-9062

WELCOME TO THE PCHS TRANSFORMATIONAL LIVING PROGRAM

The Potter County Human Services (PCHS) Transformational Living Program (TLP) was developed through the Potter County Department of Mental Health. This handbook is to provide you with a better understanding of the TLP in order for you to make an informed decision about your participation with us.

Our Mission

Our mission of the Transformational Living Program is to aid individuals with mental health and/or drug and alcohol diagnoses that may be coming out of a long-term placement, incarceration, or in need of a temporary transformational living environment. This program offers several locations in Potter County to be shared amongst eligible participants.

Our Vision

Our vision is to provide a living environment where all feel safe, valued, supported, and provided with opportunities to reach their full potential. The TLP will work with participants and coordinate the appropriate services that are needed by the individual. These services will be used to help each individual gain independent living skills, healthy self-care habits, socialization skills, and community living.

PCHS Transformational Living works closely with, but not limited to, the following resources and organizations: Housing Authority, CareerLink, Independent Living, Fair Housing Law Center, PCHS Mental Health Department, Office of Vocational Rehabilitation, A Way Out, Dickinson Center, and Northern Tier Community Action, PCHS Drug and Alcohol Services, and PCHS Coordinated Services.

These resources in combination with an evidence-based approach, will work only if you put in the effort. Your recovery plan will require resources that you have not *effectively* worked with yet. It will require a level of commitment that may be unfamiliar to you and will be one of the most difficult things that you have ever done. Our Case Manager will provide guidance and support along your transformational journey to success.



BASIC INFORMATION

- Length of stay:** 30-90 days program (extensions to complete the recovery program sometimes considered)
- Requirements:** Resident of Potter County AND have drug and alcohol and/or mental illness diagnosis
- Goal:** The goal of the TLP is to assist those whom are struggling to create and maintain a healthy living style.
- Room/House Inspections:** PCHS TLP staff reserves the right to inspect the rooms/houses for cleanliness/safety, and contraband. Weekly reviews will be conducted by the staff as an ongoing part of daily living skills training and as a way to monitor skill abilities. In general, private property does not exist in TLP houses.

SERVICES PROVIDED

In the Transformational Living Program, each individual will receive:

- Case Management
- Individualized Treatment Planning
- Housing and Basic Groceries
- Independent Living Skills
- Budgeting, money management
- Mental Health Services
- Providing Housing Resources
- Referrals to Community Services and Resources

CONFIDENTIALITY

The TLP will respect the privacy of individuals and hold in confidence all information regarding them as indicated in the Notice of Privacy Practices Statement. *It is with this in mind, that visitation is not permitted at the TL house.*

Confidentiality may be broken without the consent of the individual in situations in which the safety of the person or other individuals are at risk, child or elderly abuse is suspected, or compelling professional reasons exist and in conjunction with probation and/or parole requirements.

The TLP will ensure the safety of individual records against loss, theft, defacement, tampering, or use by unauthorized personnel. Any documents containing identifying information regarding individuals will be locked at all times when unattended by staff.

If you have any information that another individual plans to do something to harm themselves or others, please report this immediately to a staff person. This is not breaking confidentiality. It is important that you understand that this is a **requirement!** It represents an act of responsible care and concern for others on your part.

INDIVIDUAL RESPONSIBILITIES

Belonging to the TLP is an opportunity and encourages each resident to do their part to reach their full potential.

1. You are responsible for keeping your own room clean, doing your own laundry, and completing your assigned job responsibilities. Being a member of the community also requires that you keep in mind both your needs and the needs of others.
2. You are responsible for treating peers and staff members with respect. This includes helping peers whenever possible.
3. You are responsible for being at all meetings, appointments, and other events for which you are scheduled on time and ready to participate:
 - a. Scheduling your own appointments/meetings
 - b. Arranging transportation for the appointments/meetings
4. You are responsible for getting what you need by:
 - a. Asking for help when you need it
 - b. Sharing your feelings with staff and peers
 - c. Staying away from initiating, engaging in, encouraging, and or supporting the unhealthy behavior of others
 - d. Telling the truth and doing what you think is right; (which include doing unto others as you would want them to do unto you)
 - e. Achieving your Recovery Plan goals and helping others achieve their goals, if possible

SUGGESTIONS FOR SUCCESSFUL TRANSFORMATIONAL LIVING

Experience has repeatedly demonstrated that there are a number of factors which promote a positive experience.

1. If you are able to embrace new ideas, you will find yourself able to complete your goals and will feel good about the changes you have accomplished.
2. Accept that you must be personally responsible for your own behavior and that you need to give up behavior that does not work well for you.
3. Commit yourself to changing your unhealthy behaviors by learning from your mistakes, and exploring why you made these mistakes.
4. Pledge to being open about your thoughts and feelings and do not keep secrets.
5. Dedicate yourself to talking directly to staff and peers about your thoughts and feelings rather than acting out and maintaining.
6. Commit yourself to being honest in all your relationships and to avoid lies and distortions. This also means being honest with yourself.
7. Be willing to follow program rules and limits even if you don't agree with them.
8. Accept the value of relationships with others so that learning to develop and maintain close, trusting relationships will be an important life goal.
9. Consent to the value of work, which means going to work, setting goals for yourself, and striving toward honest financial and personal independence.
10. Be open minded to learn from your own experiences and the experiences of others if you are willing to take advantage of these experiences as "teachable moments."
11. Recognize that Transitional Living Program staff is dedicated to helping you achieve and maintain your recovery!
12. Keep in mind **HOW** to obtain and maintain recovery: *Honesty, Open- mindedness, Willingness.*

PLEASE DO

Successful Completion

An individual is considered to have successfully completed the program when they can maintain independent living with reduced support from services. This would include finding affordable housing, finding a source of income, and/or completion of outside services.

Engagement

All individuals are to be engaged in meaningful activities. This would include looking for employment, being employed or having a source of income, and/or actively participating in the services that may be offered while participating with the TLP. All individuals will be working closely with the case manager to ensure they reach their goals.

Good Neighbor Policy

Individuals will be required to keep the noise levels to a minimum and respect the neighbors. Disturbing the peace of the neighbors is a serious matter. Individuals found disturbing the neighborhood can result in immediate discharge from the program.

Quiet Hours

The TLP does not have a set lights-out policy. Individuals are expected to go to bed at a reasonable time and are to keep noise level in the house to a minimum after 10:00pm.

Transportation

Individuals are responsible for scheduling transportation for appointments. Individuals with Medical Assistance may contact Potter County Human Services – Mental Health Department's Housing Specialist or Medical Assisted Transportation Program (MATP) by telephone at (814)544-7315 to schedule transportation for any medical appointments. Requests for transportation need to be made at least one week ahead of your appointment.

PLEASE DO NOT

Maintenance Issues

If something breaks or is in need of repair, you are to notify the Case Manager or the Mental Health Director. DO NOT try to repair it yourself or throw anything out unless you have permission from the case manager or director.

No Violence/Bullying/Stealing/Weapon... >>>> or in general: illegal behavior

Illegal behavior will not be permitted. If it does take place, you will be asked to leave immediately.

No Alcohol/Illegal Drugs/Non-therapeutic doses of over-the-counter medications or Medical Marijuana

No alcohol or illegal drug use is permitted. Using a “bunch” of over-the-counter medications is prohibited. If it occurs you will be asked to leave immediately.

Tobacco Products

All Tobacco/Nicotine products are prohibited on PCHS TLP property. Anyone caught using tobacco/nicotine products within the building will be asked to leave immediately.

DISCHARGING

The length of your stay at a TLP house is limited. Discharge from program can occur for a variety of reasons: completion of program, inappropriate placement, immediate dismissal, non-compliance or leaving the program without notice.

Successful discharge/completing

This is the desired goal for each person that is involved with the TLP. As this takes place, make sure your resources are in place and always feel free to contact your case manager as you continue to grow. A successful discharge/completion is a beginning, not an end. Create your plan and launch.

Inappropriate Placement

When an individual’s level of functioning, physical condition, at risk behavior, or non-compliance with the program preclude them from taking full advantage of the TLP, they are referred to placements more compatible with their needs.

Non-Compliance

In the event that a individual is out of compliance with their Recovery Plan, the first consequence would be a Verbal Warning or a Written Behavior Modification. If this proves to be shown to be ineffective, a Written Warning will be issued to the client. If the client continues to be non-compliant, they will be discharged from the PCHS TLP.

Immediate Dismissal

If staff determines that the individual's behavior puts others at risk or is a part of the **PLEASE DO NOT** list, Dismissal will be immediate.

Leave without Notice

When an individual leaves the program without notification to TLP staff, they are discharged after a seventy-two-hour period of time.

Personal Property

Upon discharge from a TLP house, an individual's property must go with them. If the discharge is a **Non-Compliance, Immediate Dismissal, or a Leave without Notice** all of their personal property must go with them *within a one-hour period of time*. If not, they may schedule an appointment with the case manager or director to return to the property or have a designee return to the house and collect personal property. Any other presence on the property way will be considered a trespass and require a notification to local law enforcement.

Any personal property not collected within a 30-day period of time will be disposed of.

IMPORTANT PHONE NUMBERS

Crisis Services: (866) 957-3224 **Text Line:** #62388

Police/Fire Department: **911**

CareerLink: (814) 274-9330

Potter County Human Services: (814) 544-7315

MATP: (814) 544-7315 Ext 1

Housing Specialist/Mental Health Director

(814) 203-7151 or (814)544-7315 Ext 6

Potter County Assistance Office: (814) 274-4900

Hospital UPMC Cole: (814) 274-9300

Dickinson Center: (814) 274-8651

Office

Potter County Human Services
Mental Health Transformational Housing Program
62 North Street
Roulette, PA 16746

Phone: (814)544-7315
Fax: (814)544-9062



