



## NewLife for Women

### **(Long-term, Intensive, Faith-Based, Experiential)**

#### **PROGRAM DESCRIPTION**

##### **Nature, Scope and Capacity of the Program:**

NewLife for Women offers a complete long-term, intensive, faith-based, experiential treatment program for adult females who have incurred life-altering problems because of substance abuse or dependence. NewLife for Women Program serves up to 52 adult female clients. The administration, program design, curriculum, and physical plant are all certified by the DMH Office of Certification.

NewLife for Women offers this program in order to promote rehabilitation from drugs and/or alcohol abuse. The NewLife program has 52 beds and is staffed to operate seven (7) days per week, twenty-four (24) hours per day. On duty staff is awake at all times and is trained annually in First Aid, CPR, Crisis Intervention, and Program Policies and Procedures.

Basic services offered to the clients are structured according to the standards set forth by the Department of Mental Health, Substance Abuse Division. These services include, but are not limited to housing, meals, counseling, employment, facility regulations and aftercare planning.

Two (2) forms of group counseling, didactic and process, as well as individual and family therapies are provided. Our counseling staff employs a variety of counseling styles, predominantly client-centered, cognitive, or behavioral approaches. Mentoring and 12-step groups are also critical components of the program. Therapeutic services are designed to meet the individual needs of each client and as a result may vary accordingly.

The NewLife for Women program presently utilizes two evidence based practice curriculums: *Living in Balance* and *The Matrix Model*, both obtained from Hazelden Publishing and Educational Services. Both of these evidence based practice curriculums are supplemented with 12-Step model interventions with spiritual components offered as preferred, but optional self-study. Spanish versions are also available, when needed to overcome language barriers or cultural differences.

*Living in Balance* is a substance abuse treatment curriculum designed to assist participants in exploring and making lifestyle changes in areas that tend to be neglected during active addiction. *Living in Balance* is designed with 12 core sessions covering basic topics as substance education, sobriety planning, stress, anger, emotional wellbeing, communication skills and relapse prevention. We also have 21 supplemental sessions covering topics such as physical and emotional health, parenting, relationships with others, financial education, and continued relapse prevention that we use to further individualize treatment interventions. All of the lessons are effective in group and individual settings and are appropriate for a variety of levels of care.

*The Matrix Model* covers six key clinical areas: individual/conjoint therapy, early recovery, relapse prevention, family education, social support, and urine testing designed to be implemented over a 16-week period. An optional 12-week family education component is also included to assist families in understanding the disease of addiction and the process of recovery.

While the model was designed and tested on methamphetamine abusers, we find that the curriculum effectively addresses issues faced by persons abusing other substances and is easily modifiable for use in any level of care.

*The Alcoholics Anonymous Book* and twelve step work are incorporated into both group and individual counseling.

## **SERVICE DESCRIPTION**

The NewLife program is designed in phases to allow the client the optimum level of treatment requirements designed to meet a woman's overall needs. Phase I of the program is our crisis residential phase and is designed to offer the most intensive therapeutic care. Phase II of the program is our residential rehabilitation phase and is designed for those persons who have completed the first phase of treatment either at our facility or at another facility, but require a continued level of intense care. The final phase (phase III) is our halfway phase and is designed for women who are finishing their treatment and transitioning into back into life. Clients may be admitted into any one of these phases after our professional staff provides a careful assessment.

### **Phase I, ASAM Level III.5:**

Upon initial admission, clients are normally placed in the first phase of the program. This portion of the program is an intensive residential program designed to address the substance abuse / dependence issues of each client. Clients in this phase remain on premises and receive 25 hours per week of therapeutic services consisting of a combination of group & individual counseling. During this phase, the treatment focus will be on the disease of addiction, developing and maintaining a healthy life style, the dynamics of the 12-step program and the process of following a 12-step program, along with educational courses on the effects of substance abuse on the physical and cognitive process. Some of the needs/issues addressed include, but are not limited to: self-esteem, relationships, parenting, anger, past trauma, and other needs assessed during the duration of treatment. On-site AA/NA meetings are held and a required component of the treatment process.

Clients in this phase may be permitted to attend outside program activities (Celebrate Recovery and church services) at the discretion of the Clinical Director and client referral source.

Telephone privileges and family visitation are suspended during this phase of the program. Family counseling is offered, as applicable, during the final week of this phase.

Clients will remain in this phase until approved for transfer or discharge based on all of the following:

1. Completion of Treatment Plan Goals and Objectives
2. Recommendation by the client referral source.
3. Clinical Team Review of progress and recommendation for advancement.
4. Completion of Risk Assessment, resulting in a favorable score.
5. Overall compliance with program rules and procedures as evidenced by daily charting of behaviors by program staff.
6. Completion of the program step requirements.

Call the Clinical Director for more information about cost and payment options.

### **Phase II, ASAM Level III.1:**

This portion of the program is designed to begin the process of reintegration for the client back into the community and work force while continuing with substance abuse and supportive counseling. Clients in Phase II receive a minimum of six (6) hours per week of clinical services including group and individual counseling. Also offered in this phase are on-site AA/NA meetings and continued 12-step work. Clients may be allowed to attend off premises activities (Celebrate Recovery and church services) at the discretion of the Clinical Director and the client referral source.

Clients in this phase are required to participate in job training, education classes, volunteer work or obtain employment. NewLife for Women has a cooperative agreement with area businesses who employ our clients.

Clients in Phase II are allowed one ten-minute phone call per week to a party that has been approved by the counselor, Clinical Director, and the client referral source. Clients are allowed on-site visitation with immediate family members (spouse, children, and/or parents) approved by the counselor, Clinical Director, and client referral source during this phase. Such visitations are held every other Saturday from 2:00 until 4:00. Family visits may be revoked for unsatisfactory progress or participation in any aspect of the program and/or on the recommendation of the client's referral source. Due to COVID, video conferencing visits have temporarily been implemented.

Clients remain in Phase II until approved for transfer or discharge based on all of the following:

1. Recommendation by the client referral source and/or correctional facility.
2. Clinical Team Review of progress and recommendation for advancement.
3. Successful establishment of employment and compliance with the policies and procedures of employer or successful completion of a vocational training program.
4. Overall compliance with program rules and procedures as evidenced by daily charting of behaviors by program staff.
5. Completion of program step requirements.

Call the Clinical Director for more information about cost and payment options.

### **Phase III, ASAM Level III.01:**

This phase of the program is designed as a continuance of the client's social reintegration into their community and work force. Clients in this phase are required to obtain & maintain full-time employment, as well as participate in continued supportive counseling. Clients in Phase III receive a minimum of three (3) hours of therapeutic services including group, individual and/or family counseling per week. Also required in this phase are on-site AA/NA meetings and continued 12-step work. Clients are allowed to attend off-site meetings (Celebrate Recovery and church services) at the discretion of the Clinical Director and the referral source. Clients are expected to learn about sponsorship and where their local AA/NA groups meet.

During Phase III, every effort is made by the counselor and program staff to secure housing for clients upon program completion, as applicable. Clients are allowed one ten-minute phone call per week to an approved family member on their call list. On-site family visitation is allowed on alternate Saturdays from 2:00 until 4:00. Video conferencing visitation has been implemented temporarily due to COVID 19. These visits may be revoked for unsatisfactory progress or participation in any aspect of the program and/or on the recommendation of the client's referral source.

Clients remain in Phase III until approved for discharge from the program based on all of the following:

1. Completion of all requirements set forth by the client referral source.
2. Recommendation for release by the client referral source.
3. Clinical Team review and recommendation for program completion.
4. Successful maintenance of employment and compliance with the policies and procedures of employer.
5. Proof of having obtained a sponsor, home group, and documentation of completion of program 12-step requirements.
6. Overall compliance of program policies and procedures as evidenced by daily charting of behaviors by program staff.

Call the Clinical Director for more information about cost and payment options.

## **TREATMENT COMPONENTS**

**Housing:** Clients live in a modernized residential facility including common areas for groups, laundry facilities, and educational services. Clients are assigned to rooms with a capacity of 2-4 per room. Each facility is equipped with an automatic sprinkler system and emergency drills are conducted monthly. The Office of Certification for the Alabama Department of Mental Health certifies the safety of all facilities.

**Meals:** Clients receive three (3) meals daily in the on-site dining facility. The facility maintains standards and abides by applicable Federal and State standards for food services. Clients receive snacks each day in addition to their meals. Due to the nutritional deficits often brought on by prolonged drug use, clients are offered a diet that exceeds all Federal and State Food Service Association guidelines. Clients that advance to the work release phases of the program will be provided daily with a sack lunch.

**Transportation:** Transportation is provided to medically necessary appointments as well as to Celebrate Recovery and church. NewLife staff or program volunteers provide transportation for clients. NewLife for Women reserves the right to charge \$.56/per mile when so warranted.

**Group Counseling (Process):** This service is an interactive form of treatment that promotes honesty and trust while providing an environment of sharing necessary elements to living a substance-free life.

**Group Counseling (Didactic):** This service is a series of teaching the critical aspects needed to remain substance-free. These groups include substance abuse education, twelve-step recovery program, basic living skills, and HIV education.

**Individual Counseling:** This is a one-on-one therapeutic relationship between a counselor and the client. This type of service is designed to address individual problem areas that are not effectively dealt with in a group setting. Each client is assigned to an individual counselor at the time of admission. The counselor meets with the client to formulate a purposeful treatment plan with mutually agreed upon goals. This plan is reviewed and updated as needed.

**Family Counseling:** Family Counseling is conducted on an as needed basis and/or at the recommendation of the referral source. These sessions may be held in a group setting with other family members or with an individual family member. Family counseling is designed to assist the family unit in understanding the recovery process and educate them as to their roles in helping the client to maintain a substance-free lifestyle.

**Case Coordination / Quality Assurance:** The client's counselor, Clinical Director, and other essential staff meet to discuss the progress of each individual client. Meetings are held on a bi-weekly basis.

**Continuing Care:** The individual counselor works directly with the client to assist in developing a continuing care plan to be put into effect upon completion of the program. A component of each client's treatment plan includes the development of an aftercare plan. This aftercare plan will include recommendations made by the referral source.

**Drug Testing:** Clients are drug tested during their stay in the program on an as needed basis. NewLife for Women utilizes a ten-panel dip that tests for amphetamines, benzodiazepines, buprenorphine, opiates, cocaine, methadone, MDMA, oxycodone, methamphetamine and THC. Separate testing for synthetic marijuana is also utilized when indicated as well as a breath alcohol test device which can detect an alcohol level of 0.02. Any urinalysis or breath alcohol test that yields a positive result will be reported to the client referral source and will result in immediate discharge from the program. Clients are financially responsible for their drug tests once they reach Phase III. If a client disputes/challenges the results of a drug screen, the client is responsible financially, no matter what Phase, to have the drug test sent off for confirmation.

**Employment / Employment Assistance:** Employment is a requirement for each client in the third phase of the program. NewLife for Women's Case Managers assist each client in securing employment. Clients are required to utilize funds received from employment to pay any restitution and/or court appointed fees, as well as any fees required as a part of the NewLife for Women program. NewLife's financial department will collect these fees at the time employment compensation is received and will be responsible for submitting payment to the proper source. Clients are required to pay 75% of their net pay or SSI/disability check.

**Treatment Team:** The Treatment Team consists of the individual's counselor, group counseling staff, case managers, the Clinical Director, an official representative of the legal entity recommending treatment as applicable (CCO, CRO, probation, court system), and/or the Social Worker assigned to the individual client or her family. The team consults regularly to review client progress, compliance, and to make decisions regarding continuation and/or completion of the program.

## **ADMISSION CRITERIA**

To be admitted to the NewLife for Women Program, the applicant must be age 18 or older. The applicant must have a primary diagnosis or diagnostic impression of chemical dependency. Either the applicant shall possess a current Department of Mental Health approved psychosocial assessment conducted by another facility or NewLife for Women staff will conduct a psychosocial assessment prior to admission.

The psychosocial assessment will be:

1. **CURRENT:** The assessment must have been completed within 90 days of referral. However, NewLife for Women may require an assessment update if significant life events have occurred with the client since her assessment. This assessment is required before placement in the program can occur.
2. **DESCRIPTIVE:** An assessment without clinically necessary details to support the diagnosis may be referred back to the referral source.
3. **DIAGNOSED:** A DSM-V diagnosis or diagnostic impression of substance dependence is a requirement for admission.
4. **SIGNED:** By a licensed therapist (LPC, LMFT, and LCSW), a licensed physician, psychologist or Qualified Substance Abuse Professional, level 1.

An admissions representative will review the assessment and, if appropriate, place the client on the program waiting list. The admissions personnel will then contact the client and referral source notifying them of the wait list status and set up an admission date. In the event some question exists regarding the appropriateness of a referral, a consult with NewLife for Women and the referring agency will be made and further documentation or a face-to-face meeting may be required prior to placing the client on the program waiting list.

Additional criteria for admission require that the client not be on any unapproved medications. These include any form of narcotic medications such as opiates, benzodiazepines, or any medications that require excessive blood work to maintain safe blood levels. Clients seeking admission who are prescribed psychotropic medications will be reviewed on an individual basis in order to determine eligibility.

### **Re-Admission:**

Clients seeking readmission must do so through the recommendation of their referral source. A consultation will take place between the referral source and the Clinical Director to determine readmission eligibility.

## **TERMINATION / TRANSFER CRITERIA**

The referral source will provide transportation for the clients to and from the facility. The referral source will be notified within seven (7) days prior to client discharge to make arrangements for client transportation from the facility. In the event of a discharge for non-compliance or special medical emergencies, the referral source may not receive such advance notice of discharge. However, in such a case, the referral source will be contacted immediately and will be given a complete report of the situation and discharge.

A Completion of Treatment (CT) is recommended when a client has met all of the mutually agreed upon treatment goals, successfully advanced through the program phase system, and has completed all requirements set forth by the referring body.

A Non-Compliance Discharge (NC) is a disciplinary discharge. This type of discharge is administered to provide for the safety and wellbeing of the client, peers, and staff.

A Transfer (Tran) may be given to a client whose clinical needs are not consistent with the scope and capacity of the program. The decision for a transfer is made between the Clinical Director and the referring body.

## **PROGRAM RULES AND REGULATIONS**

### **Attendance**

Each client is expected to attend each session unless she has an excuse from the counselor or Clinical Director. Any client with an unexcused absence may be subject to immediate discharge from the program. Excused absences may be granted for situations including illness, required court appearances, or emergency program leave that has been approved by the Clinical Director and client referral source, if applicable.

### **Conduct**

Clients are expected to conduct themselves in a respectful manner at all times while in the program. Loud talking, profanity, threatening acts, violence, and gang related activities, or any disruptive, disrespectful or disobedient behavior will not be tolerated. Any client demonstrating these behaviors may be subject to immediate dismissal and reported to the referral source where applicable or required.

### **Communication Log**

A program communication log is maintained in the staff office of the program. This log is utilized to record pertinent information occurring daily in the program. Program staff is required to review and sign off on the previous shift information to ensure proper communication across shifts.

### **Head Counts / Bed Checks**

Regular and routine client head counts will be taken each day on all shifts to ensure that clients are present and accounted for at all times. Bed checks will take place at various times each night during sleeping hours to ensure all clients are present and accounted for. Head counts and bed checks will be documented in the program communication log. Any client absences during these checks will be reported immediately to the Clinical Director.

### **Dress**

No clothing with reference to drugs, gangs, sex or any other illicit activities will be allowed. Clients are not allowed to wear inappropriate clothing such as excessively short skirts or shorts and low-cut or midriff shirts. Caps and body piercing are not allowed. Any client in violation of the dress code will be required to change into suitable clothing immediately. Continued violations of the dress code will result in a case review.

### **Personal Items**

Personal items kept in the facility must be approved by the Clinical Director. Any items not approved will be confiscated. All confiscated items will be returned to the client at the time of discharge.

### **Phone Calls**

Clients in Phases II and III will be allowed one phone call per week based on appropriate behavior and participation. Pagers, cellular phones, and any other electronic communication devices are not allowed. Clients will be allowed to call only the people listed on their phone list maintained in the program and approved by the treatment team.

### **Smoking**

Smoking is not allowed inside any NewLife for Women facility at any time. There are designated times and locations for smoking outside of the facility. Smoking privileges may be restricted for violations of program rules.

### **Participation**

The counselor evaluates each client's participation in group and individual sessions. Clients are expected to actively participate in group and give appropriate feedback to other clients.

### **Confidentiality**

Clients must feel secure that all group members will hold their identity and personal information shared in sessions in confidence. Any client who violates confidentiality will be disciplined, up to and including discharge from the program.

### **Substance Use**

Clients are not allowed to use alcohol, drugs, or any type of mood or mind altering prescription medications at any time. Violations of this policy will result in immediate notification of the referring body and discharge from the program. Clients who take prescription psychotropic medications will be reviewed on an individual basis to determine program eligibility.

### **Medications**

All medications (both prescription and over the counter) taken by the client must be accompanied by a physician's order and be approved by the NewLife for Women Clinical Director. NewLife will keep all

medications stored in a locked cabinet and staff will provide access for client self-medication. NewLife allows certain approved over-the-counter medications, provided by the client, for her personal use on an as needed basis. These medications do not contain ingredients that will show a false positive on urinalysis testing.

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**Client Mail**

Clients may receive mail while participating in the program. All mail will be delivered through the counselor. All mail will be inspected for contraband and/or inappropriate content prior to delivery to the client. When based on legitimate facility interests of order and security, mail may be censored or rejected. Clients will be notified when incoming or outgoing mail is withheld. Any mail withheld will be released to the client upon discharge.

**Search and Seizure**

To control contraband and to provide a safe and secure environment for staff and clients, searches of the buildings, client rooms and personal items will be conducted regularly. The following is a list of search procedures:

1. Unannounced searches of rooms, clients and personal effects;
2. Avoidance of unnecessary force, embarrassment, or indignity to the clients;
3. Searches are only conducted as a necessity to control contraband, to recover missing or stolen property, or in any event of suspected drug/alcohol possession or use;
4. Clients will be present during the search, unless behavior warrants removal;
5. All searches will be conducted in the presence of the Clinical Director, unless circumstances warrant otherwise.



# **NEWLIFE CLINICAL PERSONNEL**

## **Phillip W. Carr, PhD, ICAADC**

Title: Executive Director

Duties: Responsible for budgets and fiscal management of agency programs; authorized to enter into contracts on behalf of the agency; reports all activities of the agency to the Board of Directors monthly or as requested

Education:

- Doctor of Philosophy, Healthcare Administration, Southwestern University

Experience:

- Designed, developed and directed the State of Alabama's first adolescent treatment center at The Bridge, Inc.
- Designed, developed and managed the first for-profit adolescent intensive outpatient substance abuse clinic in Alabama for Bradford Health Services
- Held executive positions for the past 26 years with various organizations working with emotionally conflicted youth and persons with disabilities
- Thirty-seven (37) years of experience working in substance abuse

Certifications:

- Nationally Certified Psychologist
- Board Certified Clinical Psychotherapist
- Certified Advanced Alcohol & Drug Counselor with IC&RC reciprocity
- Master's Level Addictions Professional
- Certified Clinical Supervisor

## **Laura King, M.A., LPC, ICAADC**

Title: Clinical Director

Duties: Responsible for the clinical or therapeutic operations of all programs; pursues contracts and other funding sources for the agency; ensures compliance with all local, state and federal standards or statutes; responsible for all program staff; assures that all programs operate within budget guidelines; provides individual, group, and family counseling to program participants; responsible for program admissions; serves as a liaison between facility, referral sources, and the community at large; completes file documentation for clients, billing and statistical reports as required by agency and/or funding sources

Education:

- Master of Arts, Rehabilitation Counseling, University of Alabama

Experience:

- Seventeen (17) years of counseling experience with substance abusing women and their families
- Recovering addict with twenty-one (21) years of sobriety
- Sixteen (16) years of supervision experience

Certifications:

- Licensed Bachelor Social Worker (LBSW), State of Alabama
- Qualified Substance Abuse Professional, level I
- Licensed Professional Counselor
- Certified Advanced Alcohol and Drug Counselor with International Reciprocity

## **Kate Newman, MBA**

Title: Chief Financial Officer

Duties: Responsible for the accounting and financial oversight for all NewLife for Women programs

Education:

- Master of Business Administration, University of North Alabama
- Bachelor of Science, Accounting, Jacksonville State University

Experience:

- Over twenty (20) years of progressive experience in accounting and financial oversight

**Susan Watts, M.S., LPC, ICAADC**

Title: Clinical Supervisor

Duties: To provide individual, group, and family counseling to program participants; completes file documentation for clients, billing, and statistical reports as required by agency and/or funding sources.

Education:

- Master of Science, Clinical Mental Health Counseling, Jacksonville State University

Experience:

- Seven (7) years of substance abuse experience

Certifications:

- Certified Advanced Alcohol and Drug Counselor with International Reciprocity
- Licensed Professional Counselor
- Qualified Substance Abuse, level I

**Jennifer Mitchell, L.B.S.W., ICADC**

Title: Counselor II

Duties: To provide individual, group, and family counseling to program participants. Complete file documentation for clients, billing, and statistical reports as required by agency and/or funding sources.

Education:

- Bachelor of Science, Social Work, Jacksonville State University

Experience:

- Thirteen (13) years of substance abuse experience, both outpatient and residential
- Recovering addict with 14 years of sobriety

Certifications:

- Licensed Bachelor Social Worker (LBSW), State of Alabama
- Qualified Substance Abuse Professional II
- Certified Alcohol and Drug Counselor with International Reciprocity

**Cindy Johnston, LBSW**

Title: Counselor II

Duties: To provide individual, group, and family counseling to program participants. Complete file documentation for clients, billing, and statistical reports as required by agency and/or funding sources.

Education:

- Bachelor of Science, Social Work, Jacksonville State University

Experience:

- Nine (9) years of substance abuse experience
- Recovering addict with 14 years of sobriety

Certificates:

- Licensed Bachelor of Social Work (LBSW)
- Qualified Substance Abuse Professional II

**Ashlun Falkner, BS**

Title: Counselor II

Duties: To provide individual, group, and family counseling to program participants. Complete file documentation for clients, billing, and statistical reports as required by agency and/or funding sources.

Education:

- Bachelor of Science in Human Services, Troy State University

Experience:

- Two (2) years working with families
- Two (2) years of experience in substance abuse

**Candace Suttles**

Title: Case Manager

Duties: To assist program participants in gaining access to needed medical, social, educational, and other services. Complete file documentation for clients, billing and statistical reports as required by agency and/or funding sources.

Education:

- Certified Case Manager through the Alabama Department of Mental Health

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