



**Siksika Medicine Lodge  
Client & Family Information Handbook**

Last Update: August 2012

## Siksika Medicine Lodge Youth Treatment Centre

The Siksika Medicine Lodge is one of ten national treatment Centres across Canada. This national network is known as the Youth Solvent Addiction Committee (YSAC). The SML program provides solvent abuse/addictions and mental health treatment in a 24-hour residential setting for First Nation, Metis, & Inuit youth in Canada 12 to 17 years of age. The Centre consists of 10-private room/sleeping quarters. The length of stay is 4 months.

### Our Vision

The Siksika Medicine Lodge is an environment where First Nation and Inuit people are interdependent, respectful, and have the courage to ensure the continuance of our cultural values.

### Mission Statement

The Siksika Medicine Lodge will provide holistic healing through culturally based treatment services for First Nation and Inuit youth, families, and their communities.

While residing at the Siksika Medicine Lodge, clients are supported by a multi-disciplinary team. The treatment team is comprised of Child & Youth Workers (CYW), Team Leaders, a teacher, a consulting Mental Health Therapist, Treatment Program Manager, Intake/Outreach Worker, Executive Director, and support staff.

The SML program works collaboratively with youth and their parents/guardians who agree to participate in **voluntary treatment**. Treatment is provided based on a holistic approach for clients and their families. All programming is based on client's needs and may include:

Assessment and Treatment Planning  
Individual and Group therapy  
Educational Programming  
Anger Management  
Social Skills Training  
Life Skills Training  
Increasing Self-Esteem  
Parent Education and Support  
Family Therapy

Behaviour Management  
Relapse Prevention Planning  
Equine-Assisted Learning  
Recreational Activities  
Cultural Teachings  
Nutrition Program  
Health Care  
Aftercare Planning & Follow up  
Outreach Activities

**Mailing Address:**

PO Box 1550  
Siksika, Alberta T0J 3W0

**Phone Numbers:**

Executive Director: Yvonne Olivier [yvonneo@siksikamedicinelodge.com](mailto:yvonneo@siksikamedicinelodge.com)  
Treatment, Team Lead: Tanya Sleigh [tanyas@siksikamedicinelodge.com](mailto:tanyas@siksikamedicinelodge.com)

Main Reception: (403) 734-3444  
Fax Number: (403) 734-4433

Name of Client: \_\_\_\_\_

Name of Primary Child & Youth Worker: \_\_\_\_\_

Name of Team Leader / Supervisor: \_\_\_\_\_

Notes: \_\_\_\_\_

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## I. TREATMENT PROGRAM

Please ensure that you have all the forms that you received prior to coming to the Siksika Medicine Lodge. These forms are important as they provide us valuable information about your child and help us as we develop a program for him/her.

### **During the first 24 hours here, the Client will:**

- Meet with staff to complete initial screenings and an Intake Summary
- Be introduced to the rules of the facility
- Be assigned a primary Child & Youth Worker (CYW) who will be responsible for the delivery of the addictions program, the daily care and well-being of the client. **The CYW will maintain regular contact with the parent/guardian to review the Client's progress.** Another CYW is also assigned to take over these responsibilities if the Primary CYW is not available.

### **During the first seven (7) days, the Client will:**

- Enter the one-week orientation program. During this time, he/she will meet with various staff members who will teach classes in subjects such as access to medical care, fire and emergency procedures, rules and discipline, communication, money and property control, youth rights and grievance procedures, recreational activities, volunteers, activities and privileges.
- Have an Individual Treatment Plan (ITP) developed for them by the Treatment, Team Lead and Primary CYW based on the strengths and needs identified during the Intake process

### **Primary/Child & Youth Workers (CYW):**

The CYW is under the direct supervision of the Treatment, Team Leader who coordinates the assessment, planning, implementation and evaluation of Individual Treatment Programs.

### **Individual Treatment Programs (ITP):**

Behaviour management programs are developed and implemented on an individual basis. Individual therapy with the clinical team members may also be part of the youth's program. In addition, families are expected to take part in training, family meetings and/or family therapy as appropriate.

**Classroom:**

Clients are expected to participate in the SML classroom. The classroom operates in conjunction with the Client's community school.

- The SML Teacher obtains curriculum information from the client's home school. Clients are able to earn course credit for completed work.
- For those clients who have been out of school for a period of time, the SML Teacher will create a program based on appropriate skills and curriculum, until transition to community school is arranged.
- The SML Teacher will also work closely with the Client's home school when they are leaving from the program to return to the community.

**Therapy Groups:**

All Clients are required to participate in daily groups that benefit their personal treatment goals. Group content is modified to accommodate client's personal and academic capabilities. The SML Treatment Team facilitates the groups, and outside agencies and presenters may be for presentations and information.

## II. GROUP PROGRAMS

**Morning Check-In:**

This group is held every morning and is a time for clients to reflect on the previous day's events, set goals for the current day, and to briefly discuss how things are going. A relaxation exercise is also incorporated into this group.



**Recreation:** This group focuses on physical fitness and sports. An emphasis is placed on team sports in order to develop social skills associated with team play while engaging in a variety of physical activities.

**Anger Management:**

This group explores the concept of anger and introduces a range of methods of handling anger appropriately. Concepts introduced include defining anger, identifying personal triggers, physical reactions, actions, consequences, and the practice of assertiveness and problem solving skills.

**Self Esteem:**

This group is intended to provide clients with the opportunity to develop a positive sense of self-worth by identifying and changing negative thoughts, emotions, and situations that hinder their ability to value themselves as a person.

**Life Skills:**

This group focuses on increasing skills in the areas of self-care (i.e., grooming, hygiene, and nutrition), productivity (e.g., study skills, job readiness) and leisure.

**Social Skills:**

This group teaches skills to enhance social interactions with others. Skills covered include body language, volume and tone of voice, listening, interrupting appropriately, manners, giving/accepting compliments, making and keeping friends, accepting no, and agreeing/disagreeing appropriately.

**External Presenters:**

Every other Saturday, a presenter comes to SML to discuss different issues with clients and may include: smoking, substance use, bullying, cultural teachings, arts and crafts, etc.

### III. DAILY LIVING AT SIKSIKA MEDICINE LODGE

Routines help members live together without overly interfering with other members. Routines support the Centre's objectives. Cooperation with developing and following effective rules and routines is a key component in evaluating the client's commitment to being a positive contributing member.

- SML clients are awakened prior to their shower time. Ten-minute showers are taken between 7:00 - 7:30 a.m.
- Breakfast is served at 8:00 a.m.
- Morning smudge and sharing circle is at 8:30am.
- Assigned and room chores are also to be completed by 8:45 a.m.
- Class begins at 8:45 a.m.

**Hygiene:**

Clients are expected to shower once a day and to use good hygiene skills (brushing teeth, washing hands, etc.).

**Meals:**

Meals are planned and prepared according to Canada's Food Guide. The SML Cook prepares breakfast, lunch, and supper. However, clients may be required

to assist with cooking during evenings and weekends. Please inform staff of any food allergies.

### **Laundry:**

All clients are responsible for washing their own clothes according to a posted schedule. A washing machine, dryer and detergent are available for client use. Laundry days are assigned to each client to ensure machines are available.

*Youth are responsible to place their dirty clothing in a hamper each night. Linens and bedding are washed once a week by the client. Youth are required to put away clothing properly. Youth are provided with a net bag in which to place their socks and undergarments for easy identification and retrieval. The custodian washes towels as needed.*



### **Arriving and Leaving the building:**

All clients are escorted to and from the program by the referral agency. During their stay at the program, they will be escorted by a staff member if leaving the SML premise.

### **Chores:**

Although janitorial/maintenance services are provided by SML, clients are expected to participate in a major room clean up once a week. This typically occurs on Saturdays. Other common household chores are assigned on a rotating basis. **A “Schedule of Chores” will be posted in for the clients.**

*Chores are assigned each week to youth and they are responsible for meeting the chore expectations satisfactorily and on time each day.*



### **Bedroom Expectations:**

- Dirty clothes placed in clothes baskets provided
- Towels hung on the hooks provided in rooms. Towels are not to be hung over doors
- Coats, pants, shirts folded
- Approved personal items must be kept in furniture, out of sight
- Books and magazines must be stored in furniture and out of sight
- Beds are provided with a fitted sheet and a comforter. Extra blankets are provided if required

- Notes and letters must be kept, unfolded, in one notebook or folder. Notes not properly stored may be confiscated.
- Waste basket must be emptied
- Nothing may be on the floor except furniture
- No food or drinks permitted in the resident rooms

**Phone use:**

Clients may use the phone with staff permission. There is a **15-minute time limit** per phone call between the hours of 5pm to 9pm on designated phone day to ensure all clients have an opportunity to use the phone. The phone can only be used during the clients scheduled phone times weekdays and weekends. Guardians will establish an approved callers list with the worker. Youth on disciplinary room confinement may not place phone calls until they are in an appropriate state to make such calls.

If an emergency should arise, please call the assigned worker. This relates to an injury, death, or serious illness within the immediate family. In these cases, arrangements will be made, when possible, for the youth to visit members of the immediate family or attend the funeral. Remember, however, this applies to immediate relatives only.

(Immediate relatives are defined as mother, father, sibling, or grandparents.)

**Incoming Calls to Residential Clients:**

Only individuals on the approved callers list will be allowed to make phone contact with you.

**Visits:**

Up to two family members at a time may visit the Centre for a maximum of two nights; an infant may accompany the two guests. **Requests for visits must be made at least 10 days in advance by calling the Centre and contacting the Primary CYW or the Treatment, Team Lead.**

The Siksika Medicine Lodge will not be responsible for transportation of family members to and from the Centre, nor will family be transported to any location while visiting the Centre. Non-Insured Health Benefits may cover travel for family visits, but this must be booked in advance. Contact your local band administration office to make arrangements.

Parents/guardians will be expected to participate in both individual counselling and joint counselling sessions with their youth while visiting the Siksika Medicine Lodge.



During your visit we ask that you refrain from bringing snacks or beverages for your son/daughter as healthy meals and snacks are provided and we strive to maintain equality for all youth in treatment.

**Please note:**

*Substances that are toxic or contain alcohol are banned from the premises. These include products such as hairspray, perfume or aftershave, hair gel, mouthwash, nail polish, any product containing alcohol, and all aerosol cans. Please do not bring any of these products when you visit the Centre. All visitors may be subjected to a search of their personal property.*

**Tele-health Sessions:**

Families can easily be connected to their son/daughter through the Tele-health system. This is a video conference system that connects people from one reserve to another.

In order to use the Tele-health system, please contact your band administration to find out where Tele-health is located in your community. Most Tele-health systems can be found at most health related Centres. You simply book your time with your local Tele-health Coordinator and contact the Siksika Medicine Lodge staff so we may have your youth ready at the specified time. We will also give you the number you will need to call to connect with us.

We encourage parents/guardians to use the Tele-health system to provide much needed encouragement and support for their son/daughter. Siksika Medicine Lodge requests your regular participation with the Tele-health system on a weekly basis if possible.

**Bedtime:**

Saturday to Thursday	10:00 pm
Friday	12:00am (midnight)

Bedtime means lights out and the client must have completed bedtime routines prior to 10:00pm or midnight.

**Animal Assisted Therapy:**

Animals are increasingly being utilized to assist in therapy to improve a client's social, emotional and cognitive functioning. The Medicine Lodge has a dog on-site to assist clients in learning empathy and responsibility.

Once a week, clients are able to participate in equine therapy where the client can leave the classroom setting and work, hands-on, with horses. This is an

opportunity for clients to learn communication, leadership and assertiveness skills. This type of therapy is done out of the saddle and these horses are not ridden.

**Video Surveillance:**

IMPORTANT: All premises at Siksika Medicine Lodge are under constant video surveillance.

## **IV. PERSONAL ITEMS**

**Clothing and Personal Care Items:**

Personal hygiene supplies (deodorant, toothbrush, toothpaste etc), haircuts, and clothes, or funds to purchase these items, are to be supplied by the parent/guardian. Soap and shampoo are provided by the Medicine Lodge.

**Valuables/Articles From Home:**

***The Medicine Lodge does not take responsibility for lost or stolen items.*** All valuables (i.e., money) are the responsibility of the clients. We encourage parents/guardians to supply some spending money for their teen (i.e., 10.00/week).

This money will be kept in the staff office for safekeeping. All monies sent will be entered into an accounting log (money log) and the Client and CYW will be required to initial when deposited and dispensed.

**Electronic Devices:**

Cameras and recording devices are not permitted as per Centre policy (this includes Ipod's with a camera feature).

**Medicine Lodge Dress Code:**

- T-shirts - No tank tops or shirts that expose shoulders, bra straps, chest, cleavage, back and biceps in the Centre or on outings
- Tank tops - with shoulder straps at least two finger widths wide on summer outings or for physical recreation
- Long sleeved shirts, sweatshirts, and sweaters
- No exposed bra straps, cleavage, or midriff
- Shorts worn at waist or hip - no lower, and covering upper thigh
- Jeans / Pants worn at waist or hip - no lower
- Skirt length no shorter than end of fingertips / mid thigh
- Logos on clothing – no profanity, no provocative sexual, racial, or gender statements, no alcohol labels, no drug labels.

- Watches, rings, bracelets, neck chains - only those that cannot be used as weapons - no heavy amulets, rings, chains, studded watch straps etc. (in general, all chains should be easily breakable by pulling on them)
- No bandanas
- No hats at school, check-in, groups, or while preparing or eating breakfast, lunch, or dinner, or at meetings with the SML team
- Slippers at all times in the Centre

**Items Not Permissible at the Medicine Lodge:**

- Mouthwash, hairspray, hair gel, nail polish/remover, perfume, and aerosol spray or any item containing alcohol
- Blow dryers and flat irons can only be used under supervision of a staff member
- Any potentially dangerous objects (e.g., pocket-knives, matches or lighters) will be disposed of or sent home with parents. Items such as scissors, razors, tweezers, nail clippers, etc. are to be kept in the staff office and may be used at the discretion of SML staff
- Tobacco products (i.e., cigarettes, snuff, etc.)
- Cellular phones, pagers, cameras or Ipods with a camera function

PLEASE NOTE: Items which were not taken with the client following discharge or graduation are not the responsibility of the Siksika Medicine Lodge and will not be stored. If the client wishes these left items returned, the guardian/client will need to contact the Centre and make arrangements for the transport of these items at their own cost.

**V. SIKSIKA MEDICINE LODGE EXPECTATIONS**

All programming is based on the principle of respect and safety for all parties to the therapeutic process, including youth, participants, parent/guardians, and staff. We believe the principle of respect and safety is necessary to provide a therapeutic environment.

We encourage self-respect by helping clients to make healthy choices. We believe that health involves making safe choices in relation to drug and alcohol use. **It is a requirement that clients to agree to not use while in treatment.** We respect each other's privacy, culture, religion, ethnicity, orientation, tastes, and opinions, and we keep a peaceful, safe, healthy environment by using the following:

## **REASONS FOR EARLY DISCHARGE:**

1. An illegal act, such as theft or property damage, committed against SML property or SML staff property.
2. Bringing alcohol or illicit drugs into the treatment facility.
3. In the opinion of treatment staff, the client is not making adequate progress toward accomplishing the treatment goals.
4. Refusal to cooperate with the treatment policies or to follow treatment recommendations.
5. Violent or threatening behaviour directed toward staff, other clients, or SML property.
6. Behaviours which significantly detract from the treatment experience of other clients.
7. Services provided at the lodge are not appropriate for presenting concerns of the client.

A client is discharged successfully from the Medicine Lodge when the established treatment goals and objectives have been accomplished.

## **VI. PERSONS SERVED ACCESS TO PERSONAL FILE**

### **Access to person served record from persons served**

Information gathered as part of individualized treatment plan goals and is SML created will be shared with the person served if the person served requests. This data will be separated from other documentation stored on their record while being viewed.

Information that contains information on family of origin, assessment reports (psychologist, psychiatrist), or case notes (if not in best interest of client) will not be shared with the person served.

### **Positions who may access files or other communication mechanisms**

Senior Staff and Program Managers, have access to person served files.

## Siksika Medicine Lodge Client & Family/Guardian Contract

### **Client Agrees to:**

1. Respect the privacy and confidentiality of others in the program.
2. Take part in all groups, activities, and treatment sessions and do all homework given by the teacher and/or group leader.
3. Not use drugs and alcohol. Drug related items are not allowed on the property.
4. Not smoke or bring cigarettes, lighters and matches on the property.
5. No violence, physical or verbal. This can lead to criminal charges.
6. Take responsibility for damaged or stolen property as appropriate (e.g., pay for the property and/or restitution)

### **Parent/Guardian Agrees to:**

1. Co-operate with the treatment plan, which will include attending case conferences and family therapy sessions.
2. Plan visits with the treatment team for the youth via in person, teleconferencing, or videoconferencing.
3. Provide funds for the teen to purchase necessary personal care items (toothpaste, soap, deodorant, etc.) or clothing.
4. Provide spending money or allowance as appropriate.
5. Work with staff on discharge planning.
6. Respect the rights and dignity of all parties.

### **SML Staff Agree to:**

1. Keep a safe and therapeutic environment through use of behaviour management techniques as per SML guidelines and best practice standards.
2. Regularly review progress with client and family.
3. Respect the rights and dignity of clients and families.
4. Review this contract with client and family regularly (roughly every four weeks).

Through working with us, we hope you will make your future life more positive and enjoyable.

- All programming is based on respect and safety for everyone including clients, parents/guardians, and staff.
- Any violations of respect and safety will be cause for review, appropriate consequences, and possible discharge from the program.

- Examples of violations are bringing in any banned or non-permissible items such as drugs or dangerous objects on the premises, lying, verbal abuse, physical abuse, breaking confidentiality, vandalism, racist, sexist or homophobic behaviour and self-abuse.
- By signing this contract, you agree that your participation in this program is voluntary and that you will follow the guidelines and expectations of the program.
- You also understand that your treatment progress will be reviewed with you on a regular basis.
- Finally, you may be contacted three months to one year following graduation for an evaluation of the program.

## **CLIENT RIGHTS**

- **You** have the right to be treated with Respect
- **You** have the right to express your feelings in an appropriate manner
- **You** have the right to change your mind
- **You** have the right to make mistakes
- **You** have the right to ask questions when you don't understand
- **You** have the right to say "NO" to negative pressures and not feel guilty about it
- **You** have the right to personal privacy
- **You** have the right to confidentiality

*\* Please note that SML maintains a standard of strict confidentiality regarding all information pertaining to the person served. In order to ensure high quality and effective services, information regarding person served may be shared with other SML personnel during file reviews and clinical supervision when relevant and appropriate.*

*Information of persons served will not be shared with anyone outside of SML without written signed consent except for the following reasons (indicated above and):*

- 1. A child or youth is suspected of being abused or is believed to be in danger of being abused; and*
- 2. A person is believed to be at risk of harming her/himself or others.*

## **RESIDENT COMPLAINT PROCESS**

1. Making a complaint will not result in any form of retaliation on the part of any employee or agent of SML.
2. If you are not satisfied with the service provided your first step, whenever possible, is to talk directly to your key worker and/or team leader regarding your concerns.
3. You have the right to have a support person with you when making a complaint.
4. If your concerns are not resolved by talking to your key worker and/or team leader, the next step is to prepare a formal written complaint and book an appointment to discuss the issue with SMLs Executive Director, Yvonne Olivier.
5. The Executive Director shall seek to resolve issues raised in the complaint through informal or formal mediation involving you and staff member. The Executive Director shall provide you with a written response to a complaint.
6. If you are not satisfied with the response from the Executive Director, you have the right to appeal to the SML Board of Directors in writing. The Executive Director will make the arrangement for you. The Board of Directors will investigate the complaint and will provide you with a written response.
7. You have the right to lodge complaints at any time with the:
  1. Child and Youth Advocate (1.800.661.3446)

## ACKNOWLEDGEMENT OF CLIENT HANDBOOK

I, \_\_\_\_\_ have read and understand  
Client Name

the items addressed in the SML Client Handbook.

I have been informed of and understand my client rights.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date

<b>Date Reviewed</b>	<b>Client Signature</b>	<b>Staff Signature</b>
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*(Please detach this page and place a copy in Client File)*