



Gale House for Women * Olson House for Men
Program Phases

Welcome to Gale Recovery, Inc.

We are glad you've chosen to work on recovery from drug and/or alcohol abuse, and we are honored to participate in your process.

Recovery involves a process of change as you replace old unhealthy habits with new healthy behaviors.

Our program phases, along with a treatment plan that you will develop with your counselor, are designed to assist you in developing and transitioning to a recovery lifestyle.



ENTRY PHASE

The keys to the “Entry Phase” are to assist you to develop a foundation in early recovery, to get acclimated to your Gale/Olson program, to become familiar with community resources and to move toward Phase Two. During “Entry,” you will develop a treatment plan with your counselor focusing on your initial recovery goals, along with an employment search and following up with community resource referrals. “Entry” lasts a minimum of 30 days before you are eligible to move to Phase Two.

1. During the first three days in “Entry Phase,” there are no program fees.
2. During “Entry Phase” there are no program passes and dorms are not open during the hours of 8:30 a.m. to 3 p.m. You may go to community referrals, recovery meetings, medical or other treatment related appointments, religious services, and job interviews.
3. 10 p.m. daily curfew applies during “Entry Phase.”
4. You will meet with your counselor at least once a week and develop an initial treatment plan. You will also attend weekly house group sessions.
5. You must follow up with each community referral, including Department of Social Services, Villa Maria Behavioral Health Clinic, Workforce Development, Goodwill Industries, and the Frederick Community Action Agency, among others. Your counselor will assist you in obtaining basic identification documents, if needed, and will work with you to facilitate or address any barriers you encounter with community referrals.
6. During this phase, you will develop a resumé and review it with your primary counselor.
7. Job seeking must begin no later than your second week unless your treatment plan specifies otherwise. If no job is obtained, you will need to document and review your searches with your

counselor who will work with you to address barriers to employment and to develop job seeking skills.

8. If you are involved in a third-party program (such as Drug Court, probation or Social Services), that party will participate in your treatment planning process, which may include specific requirements or goals. If your program fees are paid through that program, training and/or volunteer hours may substitute for paid work, if determined in your treatment plan.
9. As a community member, you will be assigned to a rotation of basic household chores.
10. Proof of income is required on a quarterly basis, including bank statements and paystubs.
11. During this time you will begin obtaining a support network and a sponsor (this can be a temporary sponsor), along with beginning basic step work.
12. After 30 days in “Entry Phase,” your primary counselor will approve you to submit a letter or statement to your peer group stating the progress you’ve made during “Entry” and readiness for Phase 2 based on these requirements:
 - i. Demonstrated progress on your treatment plan
 - ii. A minimum of part-time employment
 - iii. Program fees no more than one week overdue
13. Assistance is available from your counselor in developing your letter or statement. A group vote by peers determines the move to Phase 2.
14. Extension in “Entry Phase” beyond 45 days requires review by the clinical team.

PHASE 2



The keys to “Phase 2” are balance and stability, and to further establish a healthy structured daily routine. During this phase you will define what recovery means to you and further develop your treatment plan to build on your basic foundation. Curfew is extended and additional privileges are available. Treatment planning will focus on developing healthy habits and goals leading to a recovery lifestyle.

1. “Phase 2” daily curfew is 11 p.m. (midnight on Friday and Saturday).
2. Two (2) weekend passes are available each month based on these requirements.
 - i. Continued progress on your treatment plan.
 - ii. Continued employment of at least part-time
 - iii. Program fees are up to date

Please note that if you are involved in a third-party program, they may have other requirements for a pass, for example Drug Court must approve all passes for their participants.

3. After you obtain employment for 30 hours per week or more, and your program fees are up to date, you may obtain a daytime access pass for anytime access to the dorms.
4. During “Phase 2” you will continue your step work and invite your sponsor to Gale/Olson House to meet your primary counselor.
5. Family/significant other counseling is available.
6. You will work with your primary counselor to obtain a credit report and begin to plan for reducing debt, and/or establishing a savings program.

7. You will further develop your treatment plan to focus on future transition to the community and further define your recovery goals.
8. You will maintain your program participation in good standing by regularly completing your assigned household chores, group tasks, and by maintaining your program fees up to date.
9. Shortly before you attain 90 days of residency, depending on progress you have made on your treatment plan, you will begin to develop one of the following plans with your primary counselor:
 - i. Discharge plan
 - ii. Graduation plan
 - iii. Transitional Phase plan. If you have made progress on your treatment plan, and your program fees are up to date (or no more than 1 week behind), you can apply to your counselor to enter the “Transitional Phase” to work on savings and other goals to support transition to the community.



TRANSITION PHASE

The keys to the “Transition Phase” are to provide additional time to further strengthen your recovery plan and to prepare for transition to the community. During this phase you will continue to address the goals you have set for a recovery lifestyle and will develop a discharge plan with your primary counselor to focus on housing, income, and community life after treatment.

1. During the “Transition Phase,” you will complete a savings plan and budget to support your plan for living in the community.
2. Once you reach the “Transition Phase,” you will have greater independence and privileges in general. If you are making progress on your treatment plan you may drop two individual sessions monthly and may request up to four weekend passes monthly. Additionally, you may keep DVD players and similar devices in your possession (you are solely responsible for the safety and security of these devices, which may be secured in the office at your request).
3. In the Transition Phase you will have the opportunity to select a recovery topic and to facilitate a group session as well as becoming a House Mentor to new residents.
4. If all transition tasks are completed, you can request curfew extensions from your primary counselor for healthy goal-related purposes.
5. It takes 3 to 6 months to replace unhealthy living habits with healthful habits. The Transition Phase generally concludes after 6 months from your entry date; however, one or more further extensions of stay are available by request on a case by case basis. Submit a written statement including reasons for further extension and length of time (up to two months) for approval from the Executive Director and/or the clinical team.
6. Once you have completed the majority of your treatment plan and are up to date on all program fees, you will develop a graduation and aftercare plan with your primary counselor.
7. If all program fees have been paid up to date, Gale Recovery, Inc. will rebate 10% of all fees you have paid (excludes second party fees such as Department of Social Services, Food Stamps or Drug Court) since your date of entry. The rebate may be applied toward your final balance, toward transitional expenses (such as security or utility deposits, home furnishings, rent) or deposited into a savings plan.