



Required at Intake (What to Bring):

1. If you are in an inpatient program, please review this document with your inpatient treatment counselor after your interview at Gale Recovery, Inc.
2. A **minimum of a 30-day supply** of your Medications and/or Refill Prescriptions is required. Only medications listed on our [medication form](#) are permitted at intake. Note: it can take a month or more to see a community doctor for medication management.
3. Storage space is limited; bring only a 7 to 10 day supply of clothing and other belongings. Gale Recovery, Inc. is not responsible for lost or stolen items. A storage locker (\$10 refundable deposit) is available for small items.
4. It is helpful if you are able to bring identification documents with you at admission including driver's license or non-drivers ID card, and Social Security card. If you have access to your birth certificate, that is also helpful.
5. Vehicles must be pre-approved by counselor and must be registered, insured and otherwise street legal. Your driver's license must be in good standing before you bring a vehicle onto or remove a vehicle from our property.
6. Do not bring mouthwashes or cologne containing alcohol.
7. Electronics (DVD players, laptops) are not permitted during the entry phase of your admittance and cannot be secured by staff.
8. Drugs, alcohol, or weapons found at any time during your residency will be confiscated/disposed of, and can result in immediate discharge from the program.

Intake Process

1. During your intake appointment, you will meet with the Intake Coordinator and then with the House Manager to complete paperwork and receive an orientation to the house and program.
2. Initially you will meet with the Intake Coordinator who will complete your admission paperwork with you and assign you to a counselor. The Intake Coordinator will introduce you to the House Manager.
3. You will meet with the House Manager for approximately 2 hours; your meeting will include:
 - a. Review of Welcome Packet
 - b. Introduction to Program Rules and Policies
 - c. Medication Check-In
 - d. Community Referrals
 - e. Bed and Chore Assignment
 - f. House Orientation and Tour
4. The House Manager will introduce you to your primary counselor; generally this will be later that evening or by the next business day.
5. Gale Recovery, Inc. functions as a clinical team. However, you will work most closely with your primary counselor; and during your weekly meetings you will develop a recovery treatment plan which focuses on your eventual transition from our program back to the community. Our services are generally available for 3 to 6 months while you move through program phases designed to assist you in developing recovery skills.

Intake Coordinator Direct Line/Voicemail 301.662.2698, reneel336@comcast.net

Gale House for Women - Referrals 8 AM to Noon weekdays: Phone 301.662.2303, Fax: 301.694.8527
336 North Market Street, Frederick, MD 21701

Olson House for Men - Referrals 12:30 PM to 4 PM weekdays: Phone 301.662.7003, Fax: 301.631.0768
608 East Patrick Street, Frederick, MD 21701