

**SPRINGHILL INFORMATION PACK**

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**Costs of Attending Springhill**

Most residents from Hawke’s Bay DHB, Taranaki DHB and Bay of Plenty DHB regions will have most of the treatment costs met by their District Health Boards. A proportion of accommodation costs is to be paid by all residents. For those clients in employment, the costs are $142.18 per week.

Those on a Work & Income benefit will make payment through a Residential Support Subsidy, which is completed upon arrival at Springhill. Work & Income will deduct the amount needed to leave each client with $64.88 per week (eg. if your benefit equals $164.88 per week, they will deduct $100.00 per week).

If you are single or not living with a spouse/partner and need to pay rent/mortgage or other day to day living costs you will need to make a Community Costs Application to assist you, even if these payments are already set up through Work & Income.

If you are living with a spouse/partner, they will need to contact your local Work & Income office, inform them that you will be living here for 8 weeks, and apply for temporary special/additional assistance to cover rent/mortgage and other bills during your stay.

**If you need to apply for Community Costs, please call us or ask your referrer to call us and we will send this application form to you. You will be required to provide:**

* **Two months of bank statements (for all bank accounts in your name)**
* **Copy of Tenancy Agreement/Mortgage Agreement/Storage Agreement or board letter**
* **Copies of any invoices relating to other costs (eg. power bill)**

**This is processed through the RSS branch in Whangarei, so even if Work & Income already have this paperwork, you will need to provide it again.**

**Smokefree**

Please be aware that Springhill is a smokefree programme – this includes no smoking when you are off the property. Vaping is not allowed at Springhill and while on the programme.

**Phone Contact**

* Cellphones are not allowed. They will be locked in the safe, and returned at the end of your stay.
* There is a resident phone line available, the number is 06 835 1031. We recommend you obtain a phone calling card as the resident’s phone has a toll bar on it. These can be obtained from a dairy, a supermarket, The Warehouse, stationery stores, Caltex, BP or Mobil. An example of these cards is <http://www.compassphonecards.co.nz/phone-cards/landlines.html>
* Please advise family or friends that they cannot call for your first 2½ weeks.
* There is no voicemail on this phone due to privacy issues. Please inform callers that the best times for them to call are 10-30-11.00am, 12.00noon-1.00pm, 2.00-3.00pm, 4.00-5.00pm, 5.30-7.00pm and 8.30-10.00pm

**What Is Involved During Your Stay At Springhill?**

**Week One •** Complete letter to self.

**•** Orientate self to Springhill culture and routine.

**•** Address any detox/ sleeping/ health issues or other issues/ barriers with therapist that client is concerned about, i.e. social interaction, participation.

**Week Two •** Hand in letter to self to therapist.

**•** Client to start working on life story to be presented in week three. Access therapist for support where required.

**Week Three •** Present life story to group and hand in written copy to therapist on same day to become a senior resident.

**•** Start to think about issues/ themes to be explored during stay at Springhill, from letter to self and life story (therapist and client meet to discuss this).

**Week Four •** Client and therapist start Go To Plan together if not already started. Client will actively be involved in this process by listing their ideas on the Go To Plan.

**•** Client starts to actively participate in groups by discussing issues relating to sense of self, or presenting written work that has been discussed with therapist.

**Week Five •** Therapist organises a phone review for week six with client’s referrer. This is when the client and therapist discuss client’s progress with client’s referrer.

**•** Client starts to consider any ongoing goals for after Springhill.

**•** Client continuing to actively use group to explore issues and give feedback.

**Week Six •** Phone review with referrer occurs to discuss support after Springhill.

**•** Client investigates a bit more into plans and goals for after Springhill.

**Week Seven •** Final review of Go To Plan with therapist to see if anything needs adding.

**•** Client to work on discharge plan.

**Week Eight •** Final week at Springhill.

**•** Client will complete discharge plan and share with therapist.

**•** Client given final copy of Go To Plan.

**Daily Reminders •** Write in inventory book each evening, therapist will provide feedback each morning.

**•** Complete set chores each day before morning walk.

**•** Access therapist whenever support is required. Do not hesitate to do so.

**•** Doctor available Mondays and Thursdays if required.

**•** Access supervisors for support in the evening if required.

**•** Interact with the community as much as possible rather than isolate.

**House Rules**

1. **No** drugs, alcohol or smoking (including vaping) on or off the premises. This also includes the possession or abuse of prescribed or non-prescribed medication i.e. supplements.
2. **Groups** – only water can be taken into the group room, and **no food** to be taken into the group room.
3. **No** gambling or gambling related activities i.e. lotto, TAB, scratches, pokies etc.
4. **No** paraphernalia relating to drugs and/or alcohol, i.e. clothing.
5. **No** inappropriate clothing to be worn i.e. gang bandanas/colours/patches etc. Raised hoodies, sunglasses and hats to be worn in outside areas only.
6. **No** ‘drugalogging” (glorifying drug/alcohol experiences)
7. **No** physical or verbal abuse, i.e. hitting, pushing, swearing.
8. **No** intimidation or harassment, i.e. bullying, sexual or otherwise.
9. **No** cell phones whilst in the programme. Cell phones are permitted on weekend leave at the therapist’s discretion. **No** smart watches are allowed.
10. **No** personal vehicles are to be brought to Springhill.
11. **No** radios, CD’s, I-pods, TV’s, laptops, computers, electric blankets in bedrooms.
12. **No** stimulant drinks or fizzy drinks i.e. V, lift etc. Coffee and tea are accepted in moderation.
13. **Sweets**, chips and ice cream are for special occasions in which these items will be shared and staff informed.
14. **No** stealing.
15. **All** residents must complete house chores.
16. **All** residents must participate in all groups in the programme.
17. **Respect** for others, including their rights to their own space, privacy and property.
18. **Keep out** of others rooms and/or bed space. Knock before entering staff rooms when door is closed.
19. **Therapists/Supervisors** need to be informed when leaving and returning to the property. The register must be signed due to Health and Safety regulations. When returning to the property, you will be subjected to a bag search and breathalysed.
20. **No** sleeping during the day, unless you get staff approval.
21. **During** the day, all residents are expected to remain in communal areas from 9.00am to 4.30pm. This excludes the accommodation block. Study in the evenings is permitted in the accommodation block but the door must be open at all times.
22. **Leave** outside long lunch, weekend leave and walks around the park need prior approval at process group. If this is not done, then all requests will be declined.
23. **Juniors** are permitted to get essentials from the shops with the support of staff only.
24. **Seniors** can get essentials during weekends and long lunch.
25. **Refreshments** of coffee, ice cream, juice etc can only be purchased on Supervisors Sunday outings.

**What To Bring To Springhill**

* Toiletries
* Personal identification eg: drivers licence, birth certificate, bank book (this is suggested in case you require proof of ID for WINZ or other organizations).
* Some money to last 2 weeks (your first 2 weeks are as a junior – this money is if you want to have a senior purchase a newspaper or bottle of water for you, pay for any medications prescribed, some weekends the residents all put in a few dollars each and use this money to hire a DVD and buy some chips etc).
* Your WINZ number or community card, pen and paper
* Any prescribed medication – one weeks supply only, blister packed
* Pillow and duvet optional, hot water bottle optional
* Personal clothing including some suitable for chores, exercise and leisure time, swim wear, dressing gown and pj’s, warm clothing (No clothing that exposes too much), walking boots or running shoes, wet weather gear. Women should bring a skirt for Marae visits if they have one available.
* Some people may like a watch, as there are no alarm clocks in bedrooms. This cannot be a smart watch.

**What Not To Bring To Springhill**

* Cell phones will be locked away during your stay here, and returned when leaving the programme
* No cameras allowed
* No smart watches
* No CD’s, I-pods etc, TV’s, Laptops/Computers, Electric Blankets
* Food and drink including lollies and chocolate
* No pornographic literature or videos
* No alcohol and / or drug paraphernalia
* No gang patches or colours to be worn
* No alcohol, non-prescribed drugs or substances

**Sleeping Arrangements**

Clients may have to share a bedroom with another client.

Men’s and women’s bedrooms are in separate ends of the accommodation block.

**Other Information**

* Prescription charges are to paid for by residents
* Observed urine samples are taken at random intervals
* Random room checks are carried out
* Hawke’s Bay DHB is a teaching DHB, and we may have health professional students attending the centre.