

The Chickasaw Nation  
Department of Family Services

# Residential Recovery Center Adult Handbook



Residential Services Division



***The Chickasaw Nation***  
Bill Anoatubby, Governor

# Residential Recovery Center Adult Handbook

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**Welcome:**

It is with great pleasure that we, the staff of the residential recovery center welcome you. We are excited to assist you in reaching your recovery goals. This handbook will help guide you during your stay.

**Our Pillars:**

The four Chickasaw Nation traditional wellness pillars are spirit, mind, body and culture.

**Mission:**

The mission of the Chickasaw Nation is to enhance the overall quality of life of the Chickasaw people. The Chickasaw Nation Department of Family Services (CNDFS) contributes to the mission by strengthening Chickasaw communities and families, providing opportunities which support and preserve our well-being and culture.

**Hina' Chokma' (Good Road):**

Hina' Chokma' contributes to the mission of the Chickasaw Nation by providing a culturally guided, trauma-informed residential program for Indian men experiencing substance use and co-occurring disorders. Hina' Chokma' specializes in adult men and their families in a trauma-informed residential substance treatment program.

**Nittak Himitta' (A New Day):**

Nittak Himitta' contributes to the mission of the Chickasaw Nation by providing a culturally guided, trauma-informed residential program for Indian women experiencing substance use and co-occurring disorders. Nittak Himitta' specializes in serving women, including women with children ages 12 and younger, in trauma-informed residential substance treatment program.

Hina' Chokma' and Nittak Himitta', herein after and through this document referred to as "the Center".

**Vision:**

The vision of the Chickasaw Nation is to be a nation of successful and united people, with a strong cultural identity.

**Governing Law:**

Hina' Chokma' and Nittak Himitta' are part of the Chickasaw Nation, a federally recognized and sovereign Indian nation. Nothing contained herein will be construed to waive the sovereign rights of the Chickasaw Nation, its officers, employees or agents. Individuals served, parents/legal guardians, visitors and other persons will abide by and be subject to the laws of the Chickasaw Nation while on the Center grounds.

**Definitions:**

1. *42 CFR Part 2* - A federal regulation that protects the confidentiality of substance use disorder treatment records.
2. *Certificate Degree of Indian Blood (CDIB)* - A federal document issued by the Bureau of Indian Affairs that certifies an individual possesses a specific degree of Indian blood of a federally recognized Indian tribe, band nation, pueblo, village or community. A Certificate of Degree of Indian Blood, in and of itself, does not establish tribal citizenship.
3. *Custody order* - Legally binding determination that establishes with whom a child will live as the child's primary residence and grants certain rights to decision making on the child's behalf. The meaning of different types of custody terms (e.g., joint custody, shared custody, split custody) varies from state to state and tribe to tribe.
4. *Drug* - Those substances identified under Schedule I, II, III, IV or V in Section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)), including marijuana.
5. *Guardian* - An individual who has been appointed by a court with the duty to care for another's person or property (per Chickasaw Nation Code 6-201.4(A)(24)).
6. *Health Insurance Portability and Accountability Act (HIPAA)* - A 1996 federal law that restricts access to individual's private medical information.
7. *Illegal substance* - A controlled substance under Section 202(c) of the Controlled Substances Act (21 U.S.C. 812(c)) but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health care provider or that is legally possessed or used under any other authority that acts. The uses and possession of marijuana is violation of Chickasaw Nation and federal law.
8. *Level of care (LOC)* - The American Society of Addiction Medicine criteria conceptualize treatment as a continuum marked by five basic levels of care, from level 0.5 through level 4.
9. *Mind-altering substance* - Chemical substances that alter brain function and result in changes in perception, mood, consciousness, cognition or behavior (caffeine, nicotine, fentanyl, barbiturates, benzodiazepines, Kratom, THC-A, Delta-8, etc.)
10. *Paraphernalia* - Miscellaneous articles or equipment utilized for illegal activity.

11. *Privacy Act of 1974* - Establishes a code of fair information practices that governs the collection, maintenance, use and dissemination of information about the individual that is maintained in systems or records by federal agencies.
12. *Proof of enrollment/eligibility (POEE)* - A Certificate of Degree of Indian Blood, proof of citizenship or enrollment, First American blood quantum or a letter of descendancy.
13. *Mental health screening* - Scientifically validated screening tools administered by a qualified mental health worker to gather a quick snapshot of a person's mental health. After completing a mental health screen, individuals receive immediate results, information, do it yourself tools and coping skills and linkage to treatment resources. If results of a mental health screening indicate a person may be experiencing symptoms of a mental health condition or full psychological assessment by a mental health therapist or counselor may be necessary.
14. *Screening* - A process designed to identify individuals who may be at risk for specific conditions, have unmet needs or qualify for particular services. It typically uses standardized questions, observations or tools to efficiently gather key information to determine whether further assessment, intervention or referral is needed.
15. *Substance use disorder (SUD)* - When the recurrent use of alcohol and/or drugs causes clinically significant impairment, including health problems, disability and failure to meet major responsibilities at work, school or home.
16. *Tobacco or vape* - Any substance with levels of an addictive chemical, including but not limited to nicotine. Vape includes any equipment with which to utilize any tobacco substance, including dab pens.
17. *Treatment plan* - A written document that outlines the proposed goals, plans and method of therapy to be used with a therapist during treatment.
18. *Warm handoff* - A customer service practice that involves smoothly transitioning a customer from one representative to another while maintaining an open line of communication.

**Eligibility:**

- A. Individuals served must be 18 years of age or older.
- B. Individuals served must have proof of enrollment/eligibility (POEE) of a federally recognized tribe. Receipt of POEE is documented in the electronic health record. It is the responsibility of the individual served to call and obtain POEE from their tribe's enrollment office.
  - 1. Other letters demonstrating tribal enrollment numbers, names and a Certificate of Degree of Indian Blood from federally recognized tribes may be accepted.
- C. Individuals served with a substance use disorder or co-occurring disorders and who meet an appropriate level of care (LOC). Individuals served requiring a higher LOC (detox, psychiatric stabilization, medically monitored, etc.) will be referred to the appropriate center for treatment.
- D. Individuals served must have a sincere desire to gain recovery.
- E. Individuals served who have a felony conviction for violent charge(s), regardless of the jurisdiction in which the conviction occurred, will be reviewed on a case-by-case basis.

**Application Process and Requirements:**

- A. The request for services begins by completing an online application and attaching the POEE and a photo ID.
- B. If the individual served does not have access to the online application, they can contact the Center for assistance.
  - 1. Hina' Chokma' office:
    - 3115 East Arlington
    - Ada, OK 74820
    - Main line: (580) 332-6345
    - Website: <https://www.chickasaw.net/goodroad>
  - 2. Nittak Himitta' office:
    - 2024 Te Ata Drive
    - Ada, OK 74820
    - Main line: (580) 235-0554
    - Website: <https://www.chickasaw.net/newday>
- C. Additional documentation that may be required for admission based on individual served needs:
  - 1. Social Security cards;
  - 2. Vaccination records;
  - 3. Legal documentation;
  - 4. Medical documentation;
  - 5. Mental health documentation;
  - 6. Individual education plan;
  - 7. Individual service plan; and
  - 8. Legal guardianship or custodial documentation.
- D. Application is reviewed and assessed for eligibility and documentation.
- E. If individual served meets eligibility, an admission screening is scheduled to assess the individual served for LOC and criteria for admission.

**Admission:**

- A. If the individual served meets criteria for admission, the individual served will be contacted by a navigator who will provide admission instructions.
  - 1. If individual served does not meet criteria for admission, a referral and warm handoff are completed.
- B. Individual served will arrive at the designated admission location for required testing, screenings, mental health screenings, safety check and initial admission procedures.
- C. Once individual served completes the intake process, the individual served is introduced to staff and other residents who orient the individual served to the routine and structure of the Center.
- D. A treatment plan will be established within the first 72 hours of admission.
- E. In the first 72 hours, individual served will be provided a physical examination by a licensed health care provider to address any health and medication needs.
- F. Individual served will be provided continuous re-evaluation of treatment throughout their stay, which includes a minimum of 20 hours of individual/family therapy, group therapy, case management and therapeutic rehabilitation sessions per week. Other services will include spiritual and cultural enrichment, wellness activities, education and supportive services.

**Confidentiality:**

The Center adheres to the Health Insurance Portability and Accountability Act (P.L. 104-191, as amended), the Privacy Act of 1974 (P.L. 93-579, as amended), 42 CFR Part 2 and all applicable laws and regulations. Services at the Center will be performed in accordance with all applicable laws and regulations. For additional questions, please review the CNDFS notice of privacy practices regarding the treatment of confidential information and protected health information.

- A. There are certain circumstances where the information of the individual served will be released. Reasons the Center may need to release information includes, but is not limited to:
  - 1. Individual served or parent/legal guardian gives written permission.
  - 2. A disclosure is ordered by a court or otherwise mandated by applicable law.
  - 3. To make a report to the authorities of actual or suspected abuse or neglect of a child or elder; and
  - 4. To protect the individual served or another from threatened violence or other harmful or dangerous actions.

**Testing:**

- A. Individuals served will be required to take a COVID-19 test with a negative test result prior to admission.
- B. Individuals served will be required to mask until they have completed a tuberculosis test and negative test results are verified.
- C. Individuals served will be required to complete drug and alcohol testing for ongoing assessment, withdrawal needs and treatment planning purposes only. Testing may be completed at intake, upon return to the

Center, after an outing, being out on a pass, and for any suspicion of drug or alcohol use or behavior that may indicate drug or alcohol use that is reported by recovery program staff. Individuals served who dispute their test results will be retested and/or provided with alternative testing options.

**Schedule (All times are in CST):**

A. Monday through Friday:

1. Wake-up calls occur at 6:00 a.m.
2. Medication is between 6:00 a.m. and 6:45 a.m.
3. Life skills is between 6:00 a.m. and 7:30 a.m.
4. Coffee is served after 6:00 a.m.
5. Breakfast is served from 6:45 a.m. until 7:30 a.m.
6. Be out of rooms by 7:30 a.m. each day to begin treatment.

B. Holidays and weekends:

1. Wake-up calls occur at 7:00 a.m.
2. Medication is between 7:00 a.m. and 7:45 a.m.
3. Life skills is between 7:00 a.m. and 8:30 a.m.
4. Coffee is served after 7:00 a.m.
5. Breakfast is served from 7:45 a.m. until 8:30 a.m.
6. Be out of rooms by 8:30 a.m. each day to begin treatment.

C. Evening lights out:

1. Sunday through Thursday, lights out at 10:30 p.m.
2. Friday and Saturday, lights out at 11:30 p.m.

**Residential Recovery Center House Rules (Form 06902):**

Information regarding the Center house rules will be provided to the individual served upon request any time during their stay. These rules are reviewed and acknowledged at admission and highlight the expectations of the individual served while in residential treatment. A few common items of interest are listed below. Please refer to the house rules for the full itemized details of all subject items.

A. Clothing and personal items:

1. Individuals served and their child(ren), if applicable, are allowed seven sets of clothes.
2. Individual served must be fully clothed at all times.
3. Shoes must be worn at all times outside of the bedroom.
4. No hats, caps or hoods will be worn inside or in the vehicles.
5. No provocative clothing is allowed.
6. No clothing with offensive or distracting words or imagery is allowed.
7. Tattoos or personal markings with offensive or distracting words or imagery must be covered at all times.
8. Masks, when required, will be worn at all times and worn properly unless eating or drinking, pursuant to the Chickasaw Nation's recommended health guidelines, which may be amended from time to time.
9. Clothes and personal items not picked up within 5 business days from discharge or transition out of the recovery program will be disposed of unless other arrangements have been made.

B. Electronic devices:

Personal cell phones or other unauthorized electronics are not permitted at the Center. If cell phones or other unauthorized electronics are found at admission, they will be returned home or stored in a lockbox until discharge from the Center. Residential authorized electronics are used to meet treatment goals while in recovery under the supervision of staff.

C. Phone calls:

Phone calls are not permitted until the eighth day of treatment. Individual served will meet with their primary recovery program therapist to create an approved call list. Each individual served is allowed a total of 20 minutes (two 10-minute non-consecutive calls) of scheduled phone calls per day between the hours of 6:00 p.m. to 10:00 p.m. CST, but not during group time.

D. Visitation:

No visitation will be approved within the first 8 days of treatment. The individual served will meet with their primary recovery program therapist to create an approved visitation list. Visitation hours are scheduled from 9:00 a.m. to 11:00 a.m. CST on rotating Saturdays.

E. Mail:

Outgoing and incoming mail, or correspondence, will only be permitted when to or from an approved person or source. Unless mail or correspondence is to the attorney of the individual served, clergy or other source in which applicable law asserts privilege or confidentiality protections, all deliveries, correspondence and mail is subject to screening/opening in the presence of the individual served by approved Center staff and at the discretion of staff.

F. Passes:

All passes will be approved by the clinical treatment team on a case-by-case basis and according to the schedule. Passes are not guaranteed but are discussed based on progress made in treatment and the readiness of the individuals served. A list of specific pass opportunities and information is outlined in the house rules.

G. Banking:

1. Individuals served are provided with every necessity they need while at the Center.
2. Individuals served should not bring money or valuables to the Center.
3. The Center is not responsible for any personal items, including money, that are in the possession of the individual served upon entering or during treatment.
4. Any money or valuables received are kept in a personal lockbox and signed in and out by individuals served with the Center. No cash valued over \$20 is allowed to be stored at the Center.
5. Individuals served may collaborate with navigators to work out personal banking and financial needs on a case-by-case basis.

H. Deliveries:

Individuals served will avoid sharing the physical address and directions to the Center, outside of visits, to maintain a safe recovery program. Personal deliveries will only be permitted to or from an approved person or source and

are subject to screening/opening in the presence of the individual served by approved Center staff and at the discretion of staff. Deliveries will only be taken Monday through Friday between the hours of 8:00 a.m. to 5:00 p.m. CST and deliveries may be limited in frequency.

I. Household tasks:

1. All individuals served are responsible for keeping their rooms clean and ready for inspection by 7:00 a.m. CST (8:00 a.m. CST on weekends).
2. Each individual served is assigned chofalli (cleaning) tasks at the Center, which are assigned and rotated weekly.
3. The Center provides laundry supplies, washers and dryers. Individuals served are responsible for completing their own laundry.

J. Boundaries:

Individuals served are permitted to leave the Center grounds, accompanied by the Center staff, to attend therapeutic outings, church, alcoholics anonymous/narcotics anonymous meetings, medical appointments, wellness and all other trips when approved by the clinical treatment team.

K. Expected behaviors:

A safe and therapeutic environment requires healthy boundaries and behaviors. Therefore, no harm to the Center property or disruptive behavior toward any individual served or staff member will be allowed. Respect will be given to all individuals served, Center staff and visitors to the centers. If any individual served behaves inappropriately, the Center staff has the authority to resolve the situation by providing corrective action, which may include dismissal from the program. Inappropriate behavior will be determined at the discretion of the Center staff.

L. Medications:

All prescribed and non-prescribed medications must be turned over to the Center staff for storage or disposal. All medications must be approved by a licensed health care provider and self-administered, as prescribed, by the individual served. Individuals served must adhere to the scheduled medication times listed on the schedule. Individuals served will receive education on medication management during admission and throughout treatment.

M. Tobacco use:

The Center is a tobacco and vape-free center. Tobacco counseling information is available to every individual served. Keeping a safe and therapeutic environment is a primary focus of the Center staff. Any tobacco or vape products brought into the Center will be discarded at intake.

N. Prohibited items:

The following items are not allowed on the grounds of the Center. If the following items are found, they will be discarded or turned over to the applicable law enforcement.

1. Any tobacco products, including vapes;
2. Any alcohol products;
3. Lighters or matches;
4. Drug paraphernalia;

5. Any illegal substance including, but not limited to marijuana, even if the individual served has a state-issued medical marijuana license, card, prescription or other state authorization;
6. Any weapons or items that can be used as weapons (e.g., guns, knives, tasers, etc.); or
7. Any items related to nudity and/or sexual content.

**Searches and Inspections:**

Assuring and maintaining a safe, secure and drug-free environment is of the utmost importance to all individuals served. All searches may be conducted without prior notification. Therefore, each individual served will be asked to consent to the following searches:

- A. A search of the person and property is required before admission to the program and at any time during treatment to prevent the presence of alcohol, drugs, drug paraphernalia, contraband, dangerous weapons and any other prohibited items.
- B. A search of clothing, room and dependent child(ren)'s personal belongings.
- C. A search of any mail or postal parcel sent, or packages, gifts or boxes brought to the Center.
- D. A search may be conducted by Center staff, law enforcement officers and detection dogs accompanied by handlers who may be law enforcement.

**Medical and Emergency Visits:**

If an individual served requires medical services, the individual served can receive services at no charge at the Chickasaw Nation Medical Center on a 24-hour, 7-day basis.

**Infectious Diseases and Conditions:**

The Chickasaw Nation works alongside partners at the local, state and national level to actively reduce exposure to infectious diseases and conditions.

- A. Staff and individuals served will conduct themselves in a way to protect themselves from exposure to or transmission of infectious diseases while at the Center.
- B. Individuals served will have the opportunity to obtain human immunodeficiency virus/acquired immunodeficiency syndrome (HIV/AIDS)/sexually transmitted disease testing, education and referral for treatment while at the Center.
- C. Individuals served will adhere to all testing requirements and treatment (COVID-19, tuberculosis, etc.) to reduce the exposure or transmission of infectious diseases.

**Transportation:**

- A. Transportation will be provided for the individual served and/or dependent child(ren).
- B. Each individual served is required to adhere to the transportation agreement while in the Center.
- C. The Center and the CNDFS are not responsible for any property damage or injury, including severe injury or death, which may result from such transport.

**Safety:**

Individuals served are required to acknowledge, practice and follow the emergency safety protocols.

**A. Fires:**

1. In the event of a fire, individuals served will safely exit the building at the nearest emergency exit posted on the building diagram.
2. Individuals served will meet at the designated evacuation assembly area for a head count and roll call.
3. Staff and individuals served will remain in the designated assembly area until an all-clear announcement is given and follow any additional instructions provided by staff.

**B. Tornado:**

1. When there is a severe weather warning, staff will be alerted from the Chickasaw Nation weather emails, local media, etc. and will take action.
2. Individuals served and staff will go directly to the designated refuge area.
3. All staff and individuals served will be accounted for and will remain in the designated safe area until an all-clear announcement is given.

**C. Other:**

1. In the event of any other emergencies, individuals served should follow staff instructions.

**Parent/Legal Guardian Responsibilities:****A. The Center may admit individuals served under guardianship if:**

1. Letters of guardianship are issued by a judge in a state or tribal court.
2. An order from the court must specifically admit the ward to the Center prior to admission.
3. Participation of the ward and guardian regarding decision of care of the ward are set out in the judicial order.
4. The ward is voluntarily admitting to the Center for treatment.

**B. Nittak Himitta' will consider admission of child(ren) to the Center if:**

1. The parent/legal guardian can provide a custody order, establishing custody of the child(ren).
2. The parent/legal guardian can demonstrate the ability to adhere to treatment and sole parenting responsibilities, with minimal/reasonable support from peers and staff.
3. The admission of child(ren) is approved by the clinical treatment team.
4. The parent/legal guardian agrees to child(ren) receiving screening, referrals, individual therapeutic services, family sessions and participation in age-appropriate activities.
5. The parent/legal guardian agrees to child(ren) attending daycare or school, if age appropriate.

**Rights of Individual Served:**

- A. Each individual served has the right to a safe, sanitary and humane living environment.
- B. Each individual served has a right to a humane psychological environment protecting them from harm, abuse and neglect.

- C. Each individual served has the right to an environment that provides reasonable privacy, promotes personal dignity and provides opportunities for the individual served to improve their day-to-day functioning.
- D. Each individual served has the right to receive services suited to their condition and needs for treatment without regard to their race, religion, gender, ethnic origin, age, disability, handicap condition, legal status or sexual orientation, except as allowed by applicable law.
- E. On admission, each individual served has the right to communicate their change of address with their attorney, clergy or Center-approved relative or friend by phone or mail.
- F. Each individual served has the right to confidential communication with an attorney, licensed health care provider, clergy, Chickasaw Nation Support and Sustainability administration or the CNDFS compliance officer. The Center will not restrict this right.
- G. Copies of personal letters, sent or received by an individual served, will not be kept in their clinical record.
- H. Personal deliveries, outgoing and incoming mail or correspondence will only be permitted when to or from an approved person or source. Unless mail or correspondence is to the attorney of the individual served, clergy or other source in which applicable law asserts privilege or confidentiality protections, all deliveries, correspondence and mail are subject to screening/opening in the presence of the individual served by approved Center staff and at the discretion of staff. Screening/opening will not occur in a place or manner that exposes the contents to any person other than the individual served, the Center staff and their line of support.
- I. No individual served will ever be mistreated, maltreated or otherwise abused by Center staff, visitors or other individuals served.
- J. Each individual served has the right to easy access to their funds on deposit with the Center and is entitled to an accounting of said funds.
- K. Each individual served has the right to have their clothing and personal possessions.
- L. Each individual served has the right to practice their religious beliefs and be afforded the opportunity for religious worship. No individual served will ever be coerced into engaging in, or refraining from, any personal religious activity, practice or dedication unless such activity, practice or belief is otherwise against Center rules or has the potential to cause a health or safety threat.
- M. Each individual served has a right to a copy of their confidential Center records.
- N. Each individual served has the right to refuse to participate in any research project or medical experiment, as defined by applicable law. A refusal to participate will not affect the services available to the individual served.
- O. Each individual served has the right to voluntarily participate in work therapy and be paid just compensation for such participation. However, each individual served is still responsible for personal care and assigned housekeeping tasks without compensation.
- P. Each individual served has the right to all funds and property belonging to them at the time of their departure from the program.

- Q. Each individual served has the right to establish and participate in a resident committee or government.
- R. Each individual served has the right to assert a grievance with respect to any alleged infringement of these stated rights of individuals served or any other subsequently granted rights.
- S. No individual served will ever be retaliated against or subject to any adverse conditions because of having asserted their rights as stated herein.
- T. The treatment team may limit these rights for therapeutic reasons, including the safety of the individual served, other individuals and Center staff. These limitations must be documented in the clinical record, reviewed frequently and will not be limited for purposes of punishment, staff convenience or retaliation for an individual served exercising any of their rights. Any limitations will be disclosed to the individual served.

**Complaints:**

Individuals served can discuss complaints by completing a complaint form and submitting it to the Center staff to address.

**Grievance:**

The Chickasaw Nation agrees to provide an opportunity for a fair grievance process to individuals served who are denied services or feel they have a reasonable complaint against the Center.

- A. The CNDFS director of residential treatment, or their designee, is responsible for assuring the implementation of the grievance process.
- B. The entire grievance process, including response to the individual served, will be completed in no more than 14 days.
- C. Throughout the grievance process, the individual served has the right to have a legal representative at their own cost.
- D. Any assistance needed by the individual served, including preparing and forwarding the grievance at each step in the process, is provided by the grievance committee chair or their designee.

**Release of Responsibility:**

The Center and the CNDFS are not responsible for any personal items, including money, that are in the possession of individuals served upon entering or during treatment, or for any items that are lost, stolen or damaged, including vehicles, while being served at the Center.