

## Milestone Recovery Residential Treatment Program Referral Packet

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Hello,

Thank you for your interest in Milestone Recovery's Residential Treatment Program (RTP). Milestone's RTP is a co-ed short-term residential substance use treatment program for adults located at 10 Andover Road in Portland, Maine. The program is staffed by counselors, peers, and a care coordinator and features more than 20 hours of group sessions weekly, a structured and supervised living arrangement, and opportunities to attend community-based self-help groups and recreation events.

Enclosed in this referral packet is the referral form, a list of items to bring to treatment, a list of items not allowed in treatment, program expectations, and a sample schedule (subject to change).

Please email completed referrals (pages 2-4) to [RTPreferrals@milestone-recovery.org](mailto:RTPreferrals@milestone-recovery.org).

Please call 207-775-4790 ext. 332 or ext. 339 for more information.



**Referral Date:** \_\_\_\_\_

**Client Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Gender Identity:** \_\_\_\_\_ **SSN #** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Okay to Leave a Message? Yes**  **No**

**MaineCare #:** \_\_\_\_\_

**Referral Source (if not self):** \_\_\_\_\_

**Agency (If applicable):** \_\_\_\_\_

**Referral Source Phone:** \_\_\_\_\_

**Reason for Referral:**

\_\_\_\_\_  
\_\_\_\_\_

**Emergency Contact Name and Phone Number:**

\_\_\_\_\_

**Relationship** \_\_\_\_\_

**Current Medications:**

\_\_\_\_\_  
\_\_\_\_\_

**Legal Status (probation, drug court, charges, sex offender registry, none, etc.):**

\_\_\_\_\_  
\_\_\_\_\_



**Health Concerns (please include any procedures or emergency room visits in the past year as well as any chronic conditions for which you are being treated):**

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**Is applicant able to read and write? Yes  No**

**Is applicant pregnant? Yes  No**

**Does applicant use IV substances? Yes  No**

**Is applicant able to complete activities of daily living independently? (Toileting, bathing, taking medications properly, managing chronic health concerns, etc.) Yes  No  If no, please explain:**

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**History of Substance Use:**

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**Date Substances were Last Used:**

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**Previous Substance Use Treatment:**

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**Mental Health Diagnoses (if any):**

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MILESTONE  
RECOVERY

**Date of Hospitalizations or Emergency Room Visits due to Mental Health in the Last Year:**

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**Family History of Substance Use Disorder or Mental Health Diagnosis:**

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**Applicant Strengths:**

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**Barriers to Treatment:**

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**Treatment Goals:**

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## Items to bring to treatment:

- Clothing
  - One week's worth of:
    - Socks and underwear
    - Tops and bottoms
    - Sleep clothes
  - Weather-appropriate outerwear (jacket, sweatshirt)
- Personal hygiene items
  - Milestone supplies 3 in 1 body wash/shampoo/conditioner, but residents may wish to bring their own:
    - Conditioner
    - Soap or body wash
    - Hair and skin care products
    - Toothbrush and toothpaste
    - Deodorant (no sprays, please)
    - Lightly scented or unscented moisturizer
    - Tampons, pads, menstrual cups, etc.
- Cellphone, charger, and headphones
  - Cellphones will be held by the program for the first 7 days of treatment
  - Following the first 7 days, clients will be given access to their cellphones after 5:30pm daily
  - There are house phones available for use during non-programming hours
- Weather appropriate shoes (sneakers, boots)
  - Residents may wish to bring sandals for the showers and/or slippers for the unit
- Small personal items such as pictures or books (if desired)
  - Residents may bring a blanket or stuffed animal if it can be laundered
- All prescribed medications in their (legible) original bottles (if applicable)
  - Clients must either bring more than a 30-day supply of medications, or the bottle must say that there are refills available
- Tobacco products (if desired) in new, unopened packaging
  - "Chew" smokeless tobacco is not allowed
  - Vape cartridges must be new and unopened
  - No THC or CBD products are allowed

Note: Milestone does not want a client's inability to provide any of these items to pose a barrier to treatment. Milestone RTP has a small supply of essential hygiene items and can work with Maine Needs to provide clothing if needed.



### Items not to bring to treatment:

- Heavily scented products, perfumes, colognes, or body sprays
  - Milestone Residential Treatment Program is a scent-free environment for the health, safety, and comfort of residents and staff
- Bedding (other than a small blanket if desired)
- Towels
- Large amounts of belongings
  - All rooms are shared, and storage is extremely limited
- Valuables
  - Please do not bring more than \$50 cash
  - Any valuable items or excessive cash will be kept in the program's safe
- Vehicles including cars and bikes
- Opened food, gum, or drinks
- Substances of use, alcohol, or THC/CBD products
  - This includes items that are legal for purchase and use, but have similar effects as illicit substances
- Weapons of any kind, including pocketknives

NOTE: All items brought into the building are subject to search.

NOTE: Personal belongings will only be held for 7 days following discharge from the program.



**SAMPLE Schedule (subject to change)**

<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
7:00 Wake Up/Hygiene Meds/ Chores	6:30 Wake Up/ Hygiene Meds	6:30 Wake Up/ Hygiene Meds	6:30 Wake Up/ Hygiene Meds	6:30 Wake Up/ Hygiene Meds	6:30 Wake Up/ Hygiene Meds	7:00 Wake Up/Hygiene Meds/ Chores
8:00 Breakfast	7:15 Chores	7:15 Chores	7:15 Chores	7:15 Chores	7:15 Chores	8:00 Breakfast
8:45 Chores	8:00 Breakfast	8:00 Breakfast	8:00 Breakfast	8:00 Breakfast	8:00 Breakfast	8:45 Chores
9:30 -10:30 Morning Meditation and Check in	9:00-10:30 Group	9:00-10:30 Group	9:00-10:30 Group	9:00-10:30 Group	9:00-10:30 Group	9:30 -10:30 Morning Meditation and Check in
10:30 Meds/Break	10:30 Meds/Break	10:30 Meds/Break	10:30 Meds/Break	10:30 Meds/Break	10:30 Meds/Break	10:30 Meds/Break
11:00-12:00 Family Group	11:00-12:00 Group	11:00-12:00 Group	11:00-12:00 Group	11:00-12:00 Group	11:00-12:00 Group	11:00-12:00 Family Group
12:00 Lunch	12:00 Lunch	12:00 Lunch	12:00 Lunch	12:00 Lunch	12:00 Lunch	12:00 Lunch
1:00-2:00 Family Visit Time	1:00-2:30 Group	1:00-2:30 Group	1:00-2:30 Group	1:00-2:30 Group	1:00-2:30 Group	1:00-2:00 Family Visit Time
2:00-4:00 Free Time/Study Time Recreation	2:30-4:00 Free Time/Study Time Recreation	2:30-4:00 Free Time/Study Time Recreation	2:30-4:00 Free Time/Study Time Recreation	2:30-4:00 Free Time/Study Time Recreation	2:30-4:00 Free Time/Study Time/ Recreation	2:00-4:00 Free Time/Study Time Recreation
4:00 Meds	4:00 Meds	4:00 Meds	4:00 Meds	4:00 Meds	4:00 Meds	4:00 Meds
5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner	5:00 Dinner
5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups	5:30-8:00 Self Help Groups
7:30-8:15 Peer Group	7:30-8:15 Peer Group	7:30-8:15 Peer Group	7:30-8:15 Peer Group	7:30-8:15 Peer Group	7:30-8:15 Peer Group	7:30-8:15 Peer Group
8:15-11:00 Social Time Meds	8:15-11:00 Social Time Meds	8:15-11:00 Social Time Meds	8:15-11:00 Social Time Meds	8:15-11:00 Social Time Meds	8:15-12:00 Social Time Meds	8:15-12:00 Social Time Meds
11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	11:00 Lights Out	12:00 Lights Out	12:00 Lights Out



## Program Expectations

- Substance possession and/or use of any kind is not permitted.
- Active participation in all groups is required and expected of all program participants.
  - ALL missed programming must be approved in advance, and all missed work from groups must be completed.
- Follow the program schedule.
  - Every room is assigned a day for their laundry to be completed.
  - Sundays are a designated “super clean” day; all residents are expected to complete cleaning tasks in their own room as well as in shared spaces.
- Be respectful of the program and the property. Property damage is not permitted.
- Eat in designated dining areas only.
- Be respectful to others. Be mindful of your language and conversations.
  - Threats, intimidation, hate speech, and/or acts of violence are not tolerated.
  - Milestone RTP is a safe space where all human identities, religions, orientations, ages, etc., are accepted and embraced.
- Residents are not allowed to enter the bedrooms of other residents for any reason.
- Maintain appropriate appearance and hygiene.
  - All residents must be fully dressed in all common areas.
  - Residents may only be barefoot in their bedroom and the bathrooms.
- Smoking/vaping is allowed in designated areas only and at least 25 feet from the building.
  - Dispose of smoking litter appropriately.
  - NO vaping inside any Milestone property.
- Phones (cell AND house) are not to be used during treatment hours.
- No weapons are allowed on the property at any time.
- Taking photos is not permitted within the program.
  - Any social media posts must maintain the privacy of other residents.

In the event of violations of the program expectations, the clinical team has the right and responsibility to make decisions about continued presence in treatment, especially if there is a significant risk to the health and safety of other program participants and/or staff.

If needed, progressive discipline could include writing essays, giving educational presentations to the treatment community, restriction from community outings, extra cleaning duties, and other activities that help residents learn and/or make reparations.