



Empathy House of Recovery

360 Sunnyside Avenue
Ottawa, Ontario
K1S 0S4

Tel: 613-730-7319 Fax: 613-730-1350
www.empathyhouse.com

Email to: _____
Fax to: _____

EMPATHY HOUSE WAITING LIST INFORMATION

1. ___ If you do not have an income source then a basic personal needs allowance for the month is given. Contact your workers about your change of address and notify them. (Ontario Works sometimes “tops it up for bus passes”).
2. ___ Call in weekly to confirm your spot on the waiting list. Call on ___ **Wednesdays** _____.
If we have not heard from you, we will assume that you no longer want to be on the list and your name will be removed. You can also leave a message on the Intake Line stating that you’ve checked in by voice mail.
3. ___ Things to bring: all during treatment a maximum of two suitcases are allowed. Towels and facecloths, personal toiletries, bathrobe, exercise gear, alarm clock are necessary. Bed linen, pillows, and a lock are optional.
4. ___ No vehicles are allowed including bicycles.
5. ___ You will be on the ‘Buddy System’ for the first three weeks at least so if you need to go to doctor’s appointments or any outside business, it is better you do so before coming into treatment.
6. ___ A client telephone is provided but you will need a phone card for long distance calls. Telephone time is limited to twenty minutes per day.
7. ___ Cell phones, PDAs, laptops, video games, or internet use are not allowed while on the Buddy System.
8. ___ Clients may use the Empathy House internet once they are off the buddy system.
9. ___ The waiting list for admission is variable. Even though there may be several people on the waiting list, circumstances can change rapidly, and a bed can become available much quicker or longer than expected. It is important that you have all business taken care of so that you will be ready to accept the bed. If you are unprepared to be admitted within a few days of notification you risk losing the bed and will be moved down on the waiting list.
10. ___ At any time during your treatment Empathy House may assess that the program is inappropriate for you; therefore, it is necessary that you bring return transportation costs because you will have two hours notice to vacate the premises.
11. ___ Upon admission you receive a rulebook and you are required to know and follow the rules.
12. ___ Clients must follow recommendations of staff for their primary addiction to substances and for any other addictions or disorders.
13. ___ Special Contracts for admission: _____
14. ___ You need to be detoxed 72 hours before admission and longer if you have been using benzodiazepines or marijuana. The more sobriety you have, the easier it will be for you to participate fully in the program. You will not be admitted if you arrive intoxicated or have a disallowed substance in your system.
15. Re: Medications:
___ All clients are considered to be cross-addicted.
___ Plain Advil and Tylenol are allowed as long as there is no history of abuse to these substances.
___ While on the waiting list, all prescriptions must be approved by the Assessment Counsellor. Call in the prescription to have it approved before taking it, in case it may not be an allowed medication. Clients who violate this medication regulation may not be admitted to the program.
16. ___ Re: Contraband Products: Products containing perfume, fragrance, aerosol spray, solvents, or alcohol are not allowed. All contraband products will be confiscated; therefore, we advise to check the ingredients list carefully for each product. (The only exception is for lightly scented shampoos and conditioners when the scent can be rinsed out and lightly scented deodorant).
Note: some products are labeled as “unscented” but actually contain perfume so read the ingredients list.

I understand and agree to all of the above:

Client’s Name (print): _____ Client’s signature: _____

Date: _____

Return to: Intake Department, sender’s email, or fax: 613-730-1350