

Na’Nizhoozhi Center Inc.

## **Hinn’ah Bits’os Society – (HBS) Ts’aa’ bee na’nitin – (TNT)**



### **HANDBOOK**

#### **Mission Statement**

The mission of Hiin’ah Bits’os Society/Ts’aa’ bee na’ nitin is to provide an American Indian therapeutic environment that will ultimately lead to alcohol free life style for Dine’ peoples, as well as other indigenous people.

**Hiin’ah Bits’os Society/Ts’aa bee na’nitin:** understands that the alcohol and drug dependent and addicted person has to deal with many issues.

Qualified traditional counselors provide the alcohol dependent individuals with culturally sensitive settings.

**Range of services:** Our Dine’ and Intertribal program provide up to 60 days of traditional residential treatment Hiin’ah Bits’os Society and, Ts’aa’ bee na’ nitin for men and women from age 18 and up.

Our traditional team guides and directs the chemically dependent relatives (clients) on the road to recovery focusing on their physical, mental and spiritual aspects.

Hiin’ah Bits’os Society/Ts’aa bee na’nitin welcomes you to both Dine’ and Intertribal traditional setting and offers individuals, its encouragement to break the cycle of chemical dependency. It’s up to the individual to open the doors to self-understanding that lead to wholeness.

**Activities:** HIV/STD services  
Talking circle  
Dine’/Intertribal Sweat lodge ceremonies  
Traditional Tobacco ceremony  
Native American Church Cedar burning ceremony  
Native American Church drumming session  
Pow-wow/Gourd dancing  
Group therapy  
Individual counseling  
Family Intervention Group Therapy.  
Vocational Activities  
Community excursion to enhance spirituality and traditional knowledge

Hiin’ah Bits’os Society and Ts’aa’ bee na’nitin’s unique traditional programs consist of two phases of treatment. The phases of activities and skills have been designed to interest, challenge and to motivate the relatives (clients) to actively participate in an integrated programs. As each participant advances through the two

phases of treatment, they will be awarded their certificate of completion and/or a discharge summary. A discharge summary only will be given to those who fail to complete the program.

## **HISTORY**

Na’Nizhoozhi Center Inc. (NCI) was established in September 1992 to resolve the problem of Public Intoxication in McKinley County and the City of Gallup, New Mexico.

On May 20<sup>th</sup>, 1996 Traditional Counselors initially started to talk about a spiritual-based program: The Hiin’ah Bits’os Society (Eagle Plume Society) is a 14 day Traditional Native American Program which teaches “relative/clients” to improve their lives and respect themselves. The City of Gallup helped supply the chained linked fence. Red Rock Chapter helped level the HBS grounds. The Medicine Man Association, Native American Church of Navajo Land, and Native American Church of North America gave us approval to proceed. Some of the therapeutic tools we use include: Traditional Native American Indian (Dine’/Intertribal) philosophies, minor ceremonies, Native American Church, Christian values, and an assortment of western therapy procedures.

Hiin’ah Bits’os Society (Eagle Plume Society) refers to the story about the Navajo Twin Warriors taking the journey to visit their father, the Sun. They were seeking Self-Identity and knowledge, their father the sun tested the twin warriors, for Strength, Self-Discipline, and Knowledge to overcome many obstacles they were about to face. Spider Woman presented them each a sacred Eagle Plume for protection, also as a living guide that foretells of uncertain circumstances.

**Ts’aa’ bee na’nitin (TNT)** - was integrated into Hiin’ah Bits’os Society program on August 1, 2003. Tsaa’ bee na’nitin was designed to re-establish the foundation of life through prayers, songs, ceremonies, and primary teachings of Dine’ (Navajo) elders and forefathers.

## **PHILOSOPHY**

The NCI -Hiin’ah Bits’os Society (Eagle Plume Society), Ts’aa’ bee na’nitin (Traditional Navajo Teachings) programs promote both Dine’ and Inter-Tribal philosophies and values. The program goal is to promote healthy behavior through the clanship system (K’e) and the Beauty Way Philosophy. In keeping with the Dine’ K’e tradition, both Hiin’ah Bits’os Society / Tsaa’ bee na’natin participants and staff all relate to each other as “Relatives”.

We believe that re-kindling K’e between our families and ourselves, nature and the holy ones is essential in achieving “Hozhoo Nahas Dlii” (It has become beautiful again). This K’e is necessary to “Walk in Beauty upon T’a didiin Beke’ Attiin” (Corn Pollen Path) as we journey through “Inna” (life). Hiin’ah Bits’os Society (HBS) and Ts’aa’ bee na’ nitin (TNT) are committed to not only teaching this way of life, but to protect and preserve this truth by ‘walking our talk. Unlike most treatment programs, HBS/TNT are not a ‘one-shot’ residential program but is the beginning of a life long journey of healing, empowerment, and resilience.

**Session Length:** The HBS/TNT program is 60 days. Relatives (clients) are recommended to stay the whole 60 days of HBS and TNT. The program is co-ed. Sweat lodge ceremonies are not co-ed.

**Accepted Population:** Client-Relatives must be 18 years or older, be interested and open minded about Traditional Native American Indian values, and be able to adapt to our intense primarily Navajo language group environment. (See our admission polices).

## **INTAKE POLICIES**

1. **Referrals** – Program Director must approve all incoming referrals in advance. **Legal status** of referred relatives (clients) includes nature of offense, type of violation, and probation guidelines. Relatives without approval will be sent home or referred back to their agencies.
2. **Court-ordered** – Program Director and clinical staff will review the legal history. Dangerous relatives will not be accepted. Legal documents (Court-orders) must be sent beforehand and must be present in the relatives' (client) intake file the day of arrival. Because of bed space pressure, court-ordered relatives are only allowed to be “court-ordered” for 60 days. Relatives may volunteer for additional participation at the recommendation of their primary counselor.  
High-flight-risk relatives are not allowed in the program. Although NCI is a minimum secured facility with adequate internal security, the HBS/TNT program utilizes outdoor activities (opportunities for flight). HBS/TNT teaches self-responsibility and is not a prison. Although AWOL's are rare, they do happen and we will report AWOL's only if the referring agency provides us with a signed release by the relative stating he or she allows us to call the referring agency when an AWOL occurs.
3. **Physical, Medical, and Mental Health** – The HBS/TNT program is an intense, busy program with limited medical supervision. Relatives must be capable of managing their own medical problems. All referred relatives must have items 1,2,3,4, within 24 hours prior to admission into HBS/TNT program.
  1. Must have recent medical history Exam and Medical summary of their status including diagnosis, medication, and if on medication must have 60 days of medication, and prognosis of their illness by the Primary Physician.
  2. Any current medical/dental problems must be treated prior to Admission.
  3. Must have PPD records/current within last three (3) months or chest x-ray within two (2) years.

All Relatives must be medically stable. Relatives requiring significant medical attention upon arrival will be dismissed.

NCI is a crowded, busy, and often noisy group environment. Mental health relatives (clients) must bring all required medications and be comfortable in this intense setting. Those requiring anti-depression medications are encouraged to bring them.

4. **Assessment** - All HBS and TNT participants must sign both a waiver and a “Consent to treatment” form on the first day, before program orientation. They must also complete a full assessment, and be willing to stay within the facility for at least 60 days. All participants must make a commitment to participate in Intake, discharge, and 6 months follow-up interviews.
5. **Personal Items**- Items 1, 2, and 3 must accompany all relatives (clients).
  1. Bring four (4) sets of clothing. Modest clothing is to be worn at all times.
  2. Bring a pair of tennis shoes; sweat pants and t-shirts for physical exercise.
  3. Relatives may provide their own toiletry: Tooth paste, tooth brush, shampoo, shaving cream, and personal grooming items such as comb and hair brush. Absolutely no alcohol-based articles, please.
  4. A towel, cut-offs and (shorts or skirt and tee shirt for women) for sweat lodge ceremony.
  5. A blanket and a pillow are also recommended for extra comfort.

6. Pocket money for miscellaneous expenses is encouraged. Please limit currency up to 5.00 per week.
7. No locked storage is available so keep valuables at home.

**THE FOLLOWING ITEMS WILL NOT BE PERMITTED:**

1. No cell phones, iPods, CD players, MP3 players, radios, cassette players, walkmans or television.
2. No non-prescription medication, such as personal vitamins, all prescription medication will be logged in at high-risk department.
3. No short skirts, spandex of any sort, no cutoffs for both men and women to worn in group sessions, sleeveless t-shirts, Gang related imprinted clothing, mood or mind altering substance advertising attire, bandannas will not be worn as a headband.
4. No alcohol based mouthwash, hairspray or medication.

**6. Detox-** All HBS/TNT relatives (clients) must have a BAC of .000 before program begins. If relatives arrive intoxicated or under the influence of drugs they will detox in our locked area for three days before beginning the program and lose their priority position. Relatives at high risk of intoxication are advised to arrive five days before their start date for detox.

**HBS/TNT - RULES**

1. **Policy Briefing** - Relatives will be orientated on HBS/TNT regulations, policies and procedures by a Traditional Counselor at the beginning of the program.
2. **Respect** - Relatives are expected to practice K'e. To always demonstrate respect towards all HBS/TNT members, other NCI relatives, and all NCI staff, also towards themselves. All HBS/TNT participants are expected to assist, protect, and support their fellow group members in every way possible. Regardless the seriousness the problem, HBS/TNT relatives (clients) must handle situations peacefully. Program Supervisor and staff eventually will resolve most problems no matter how difficult.
3. **Assessment** – HBS/TNT relatives (clients) must be seen by the high-risk department and cleared to participate in the Hiin'ah Bits'os Society and Ts'aa bee na'nitin sweat lodge.
4. **Standard NCI Policies** - All HBS/TNT relatives (clients) must follow regular NCI client protocols and rules of behavior or be dismissed from the program.
5. **Privilege** - Participation in Hiin'ah Bits'os Society (Eagle Plume Society), Ts'aa bee na'nitin (Traditional Navajo Teachings) are both a privilege and an intense experience. HBS/TNT relatives (clients) must attend all activities and complete all assignments. Refusing to participate can result in dismissal from either program.
6. **Tobacco** - NCI is a smoke free facility. Absolutely, no tobacco chewing or smoking is allowed in NCI facility or HBS/TNT unit. Tobacco and smoke ceremonies are only allowed within the HBS/TNT grounds and are done for spiritual reasons. Cigarette smoking or tobacco chewing is not allowed in the Hogan or Tipi. Cigarette butts must be discarded in the proper manner.
7. **Food** - Outside food or drink is not allowed within the NCI building. Special food events or even snacks may be allowed within the HBS/TNT grounds.

8. **Phone Contact** – No outside contact will be allowed, other than special emergencies.
9. **Passes-** Passes will only be allowed for emergency situations during the HBS and TNT.
10. **Family visits-** No family visits will be allowed except on Family Day where the family will participate in sessions with the relatives.
11. **Laundry** - Laundry facilities are available on scheduled days. Relatives shall help the group with laundry chores.
12. **TV** - Television is only allowed during free time.
13. **Relationships** – HBS/TNT demands a fully focused mind and a committed heart. Your time in HBS/TNT is precious and your emotions may not be normal. HBS/TNT is a time to grow; to focus on your empowerment, to heal, and nothing else. Most relationships that begin in treatment end in failure. No romantic relationships or physical contact is allowed. Such relations may result in termination of one or both Relatives.
14. **Dress Codes** - No inappropriate attire such as tank-tops, halter-tops, tub-tops, v-cuts shirt, low-cuts tops, lacy blouses, shorts, mini-skirts, bandanas used as headbands, hats, hairnets, stockings, or spandex shorts/pants. No clothing that promotes or advertises mood/mind altering substances, or violence. Workout and running clothes are allowed. Absolutely no hats headphones, radio, or sunglasses are allowed during sessions.
15. **Cookouts/Barbecues** - All Barbecues and food preparation must be conducted in a clean, healthy manner according to State Health Standards with 48-hour staff approval.
16. **Chores** – HBS/TNT Relatives are required to complete daily chores at the allotted times in the both the HBS/TNT Unit and HBS/TNT ceremonial grounds.
17. **HBS Grounds/Yard Cleanliness** – Relatives are responsible for keeping HBS/TNT ceremonial ground free of all trash including cigarette butts.
18. **Vocational and Educational Policies** - All HBS/TNT Relatives must comply with the Vocational Training Policies set by the Vocational Staff.
19. **Medical Referrals** – HBS/TNT Relatives must report all medical problems to HBS counselors. They must follow NCI policies regarding medical referrals. Counselors either escort relative to the Nursing Station in person or must make a written medical referral.
20. **Sexual Harassment/Pornography** - Sexual Harassment is forbidden at NCI according both NCI policy and State and Federal guidelines. The possession of any pornographic materials, sexual jokes, or even comments, may result in immediate termination.
21. **Tattooing** - New tattooing of any form will result in immediate termination.
22. **Respect, Honesty, Politeness** – HBS/TNT Relatives must always demonstrate respect/honesty. All relatives are expected to help, protect, and support their fellow group members. Dishonesty, rude behavior, or poor attitude may require dismissal from the program.

HBS/TNT members will assist elders and handicapped in every way possible; for example allowing elders to always go first, getting those chairs, etc. At all HBS/TNT activities HBS/TNT members will assist guests and visitors at being comfortable, safe, and informed.

## **Safety, Security, and Discharge**

1. **Intake Door Only** – a HBS/TNT staff member when using the Intake door must always escort HBS/TNT Relatives. All Relatives must leave as group or be escorted by a staff member. Special care must be taken that no non-HBS/TNT members have infiltrated the group in an attempt to escape.
2. **HBS Commitment** - Except for special therapeutic and emergency, situations. HBS/TNT Relatives are not allowed to walk outside of the NCI ceremonial grounds. Any special situation must be documented in the case folder.
3. **Sobriety and Nature Walk** – Only allowed if weather permits. This Nature walk promotes responsibility, friendship, and sober living. Nature walk usually begins between 8:00 am to 8:45 am. A full cubicle cleanup and breakfast must be completed or Nature Walk will not occur. Although Relatives are lead by a staff member must follow their direction. Stops at stores are not allowed. They must be back by 9:00 a.m. Relatives must walk in a group. For safety reasons, single walking or opposite gender couple walking is not allowed. If intake is busy with incoming PC clients, HBS/TNT Relatives must wait politely either inside or outside the Intake door until the “all clear” is given. The Shift Supervisor or Counselor may also cancel this walk due to bad weather or security over-load.

Clients will be randomly frisked and given a breath test upon remittance. Any relative failing the breath test will be placed on in Protective Custody. Intoxicated or drug influenced Relatives may be terminated from the Program.

4. **Leaving the program early** - Relatives must receive permission from their primary counselor to leave the program or will be considered AWOL. Under certain circumstances, a relative may leave the program with a good recommendation, but must discuss with their Counselor.
5. **Searches**- as part of the normal NCI policies, all relatives and their belonging may be searched at any time, drug-sniffing dogs are also brought in from time to time. Exit searches are standard procedures. Returning relatives will be searched and given a Breath Alcohol test at any time.
6. **Drug Testing** - Any use or possession of illegal substances or Alcohol during the program is a violation of NCI policy and is grounds for intervention, termination and arrest. Counselors may request for a drug test at any time.
7. **Threatening Behavior** – HBS/TNT will not tolerate any aggressive, threatening, confrontation, or angry behavior towards either NCI staff or other program Relatives. Such behavior is grounds for discipline, and, or termination.

## **Sobriety Requirements**

1. Only sober relatives are allowed to participate in HBS/TNT activities. Intoxicated relatives must be kept in protective custody until their BAC reaches a .000 level. Relatives getting intoxicated during their 60 days program must be case-staffed before being readmitted to the group.
2. No visitor is allowed on the HBS/TNT ceremonial grounds unless sober. If a visitor refuses a breath test, they will be asked to leave or placed in protective custody. If the visitor is intoxicated and driving a vehicle, the Gallup Police Department will be notified by NCI.

3. Any use of mood or mind-altering substances or alcohol during the program is a violation of HBS/TNT policies and is grounds for possible termination from the program.

### **Program Dismissal:**

Any Relative can be dismissed from the HBS/TNT program if the NCI clinical treatment team feels that the client's behavior or attitude is inappropriate. Such inappropriate behavior might include a bad attitude, refusing to participate without good reason, treating people with disrespect, disruptive behavior, and, or failing to abide by policies. As a reminder, it is a privilege to participate in Hiina'ah Bits'os Society and Ts'aa Bee Na'nitin program.

### **Graduation:**

On Graduation day certificates and discharge summaries are presented to all graduates. To qualify for Completion, relatives are required to complete the whole 60 days. If Relative misses a day or more without justification, Relative may receive only a discharge summary.

HBS/TNT graduates may be permitted to return for another session in HBS/TNT providing they are sober and follow HBS/TNT policies.

### **Grievance/Compliant Procedures**

1. Any HBS/TNT Relative who has a complaint or concern will have access to resolve the problem at an informal and the lowest possible administrative level. At this level they can talk to their group leader or any counselor. All complaints/grievances will be handed in a confidential manner.
2. If the complaint has not been handled to the satisfaction of the client-relative or within two days or they can begin the formal compliant process and can talk with their primary counselor and put the compliant in writing on an incident report form. Their complaint at this level will be logged in a logbook and will receive a written response.
3. If the complaint has not been handled to the satisfaction of the client-relative or within two days they can talk to lead counselor. The counselor must continue to document all written complaints in the logbook and the relative will receive a written response.
4. If the complaint has not been handled to the satisfaction of the client-relative or within two more days the relative may proceed to the Clinical Supervisor. All grievances at this level will continue to be logged in the logbook.
5. If the complaint has not been handled to the satisfaction of the client-relative or within two more days the relative may proceed to the Program Director with the written complaint.

Relatives shall not be retaliated against by filing a compliant nor have treatment refused by filing a grievance/compliant.

**Suggestions and Feedback:** NCI-HBS/TNT encourages Relatives to give verbal and written suggestions, feedback, and concerns to their primary counselor or Program Supervisor.

I have read this handbook or it has been read to me. I have been orientated on this handbook and the policies within it and I have received a copy of this handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Counselor \_\_\_\_\_ Date \_\_\_\_\_

I have received a copy of NCI's Notice of Privacy Practices.

Name \_\_\_\_\_ Date \_\_\_\_\_