



108 England Road Chaplin, CT 06239
(860)786-7163

Intake Procedure

Requirements:

- A. VBC is a sober/drug free facility-no alcohol drugs, smoking or vaping allowed on grounds. No firearms or weapons allowed on campus.
- B. Please bring your DD214 with a disposition of an honorable discharge.
- C. Program participation-Participants must be actively working on their "Plan" as described in the R.E.S.E.T policies.
- D. Residents must be respectful to one another and program staff and volunteers.

Procedure:

1. Call Executive Director Director: Cindy Archibald LMSW, at (860)786-7163, to make an appointment to tour the Campus. Our facility is set on 45 acres in rural Chaplin Ct. We want veterans to see the Base Camp, hear about our program in order to decide if our program would be a good fit for them. Veterans will have time during your tour to sit down and ask questions of the VBC Director/Team.
2. If VBC seems like it would be a good fit for you, you can fill out the application while at the Camp and there will be a short interview process with the Team. If you wish to think about it, you may fill out an application and email it to cindy.archibald@veteransbasecampinc.org or mail it to the above address.
3. If accepted into the program, we will schedule a Person-Centered Planning Meeting with the VBC Team and anyone you choose to attend. During this meeting you, the team and those you invited to attend will help you brainstorm your strengths, passions, challenges, things that interest you etc. and with that information and utilizing a collaborative forum, help you to create a strategic plan to move forward to achieve your identified goals and objectives.



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R.E.S.E.T

“Regroup. Evaluate. Strategize. Engage. Track”

Welcome to Veterans Base Camp and Community Training Center’s R.E.S.E.T. for Veterans Program. Veterans Base Camp is not just a “housing” program, it is a supportive 100% sober (no smoking, drugs, alcohol or firearms on the grounds) transitional housing program, which is designed to give you the opportunity to “**Regroup**,” “**Evaluate**” where you are at at this point in your life. Through your active participation with your “team” made up of: You, VBC staff, and any other persons you wish that know you and support you, will actively “**Strategize**,” to create your “person-centered-plan” (PCP), identify your short and long-term goals that will assist you in achieving independent-living status within the community. VBC will work alongside you to support you to “**Engage**” those identified strategies and “**Track**” your progress to help ensure your success.

While in this program, you will be expected to be the one working the hardest to achieve the goals and objectives that are identified in your Person-Centered-Plan. This includes working on improving any targeted areas identified that would lead to achieving independent living status. You will be assigned a “battle buddy” or accountability partner during your stay at the Camp. To reinforce and support this objective, it is expected that you will “Engage” in at least 20 hours of work/programs/volunteer activities per week at Veterans Base Camp. VBC expects that you will make a sincere commitment to yourself, your veteran housemates, to the program staff and that you will work hard to make progress toward living a healthy, independent life.

Remember, you are not alone here: “ We’ve Got Your Six!”

I have read this page and have had the opportunity to ask questions: Initials/Date _____

EMERGENCY

In case of emergency (personal, fire/safety, violence, intruders, etc.) CALL 911. Immediately after calling 911, contact Cindy Archibald (860)942-4507, Mitch Willsie (860)608-3396, or Jeff Bizzarro (860)299-5698. The Administrator on Call (AOC) list for off duty hours is on the bulletin board in the Dining Hall. If Staff does not pick up, leave a message and go to the next AOC number and call. In a real emergency, call 911. In the event someone else sends police officers or firemen to the house, please notify an AOC immediately.

In Case of Fire: “RACE”

R: Remove self and others

A: Activate alarm and dial 911

C: Close doors

E: Evacuate the building

Residential Fees

Residents pay “rent” to live at the Camp, and the rent is determined by which living quarters you inhabit and which services are accessed. Rental fees for a cabin are \$850.00/month and include electric and heat. Rental fees for rooms in the Main Building are \$650/month and are inclusive of electric and heat. Vets that qualify for a Vash-Voucher from the VA can cover up to 70% of the total rent. Rental fees must be paid by money order or bank check and is due by the 5th of every month. Bank checks or money orders are to be made out to: “Veterans Base Camp” and presented to the Program Director. No personal checks are accepted. Any changes in income should be reported to the Program Director within 72 hours, and they will help you obtain any adjustments to be made to your Residential fee. Any veteran who does not pay their monthly residential fee in a timely manner and in full may be discharged from the housing program here at VBC. If this happens, every effort will be made by VBC to locate emergency housing for the veteran. However, lack of available emergency housing, or refusal of the veteran to accept the emergency housing, may not prevent the veterans discharge from the program. ,

Kitchen and Laundry Access

Access to the laundry room in the main building is daily from 7:00 a.m. to 10:00 p.m. Clothes should not be left in the washer or dryer after the cycle is completed. Empty dryer and lint filter after each load. Label your bleach and detergent containers. Kitchen access is permitted during community meal preparation times: 7:00-8:30 a.m. ; 11:00 a.m.-12:30 p.m. and 4:30 p.m.-6:00 p.m. Personal snacks and foods can be kept in your refrigerator in your Cabin/Room, or stored in airtight containers in your room.

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Kitchen and Laundry Access (cont'd)

Meals are prepared community style and will be eaten “family-style” in the dining hall or weather permitting, at the Pavillion. Kitchen duty will be part of the “Duty Roster” and all residents are expected to participate in meal preparation and community meals as it is part of our therapeutic milieu routine. Meals are eaten “family-style” in the dining hall or weather permitting, at the Pavillion or deck if we are barbecuing. All leftovers must be labelled and dated and stored in the Main Kitchen Refrigerator.

Room/Cabin Info:

Cabins and rooms should be kept neat and orderly. Microwaves for reheating, small dorm size refrigerators and coffee pots are allowed in the rooms but no hot plates, open flames/candles or burners are allowed. Any infractions committed by residents by having hot plates or burners or open flames in rooms are grounds for immediate dismissal as it is a safety concern and a violation of our insurance policy. Random inspections to insure compliance and the safety of all can occur unannounced at the discretion of the Program Director, Assistant Program Director or Team Leader. All food/snacks must be stored in airtight containers in order to avoid roaches and other pests/critters. VBC is contracting with a pest extermination company to do monthly preventative treatments in the Main Building and each Cabin. Mandatory Quiet hours 10:00 p.m.-8:00 a.m.

Medications

Upon arrival to the program, each veteran must participate in an intake process where all medications and accompanying “doctor’s orders” must be presented to the Program Director or Designee. Meds will be counted and entered into the Individuals Medication Log. Prescribed medications must be taken as directed by your doctor as this is part of your PCP. Medications will be kept secured in the Main Building and the Veteran may access the meds at the prescribed time. Both Vet and Staff will sign the Med Log that prescription medication was taken or refused. Over the counter medications are also to be kept secured in the Main Building as well and may be accessed on a “as needed basis” according to manufacturer’s instructions.

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Program Meetings

All Veterans are required to attend a weekly program meeting. Meetings are held in the Main Building at a time which is convenient for most of the Veterans. Work and other treatment meetings or appointments are accepted as an excused absence, however, the Veteran must take responsibility to find out what information they have missed from either the Program Director, Team Leader or Assistant Director. Program meetings are used to share program information, event planning, social skill building, conflict resolution/challenge solving, and building community/team camaraderie. It is part of the program and attendance is expected.

Cable T.V. and Computers

The Main Building has WIFI, Cable in the Rec Room and Residents are welcome to use the WIFI while in the Main building. Individual Dishes/WIFI in each Cabin/room are not permitted because of the transitional nature of our program.

Cars/Parking

Veterans may have cars parked on VBC's property. ALL VEHICLES must be registered and insured. VBC is not responsible for any cars or vehicles parked on the property. Please keep vehicles off the grass areas unless unloading any heavy items, furniture etc... Groceries are not considered heavy items.

Fire/Safety Inspections

Inspections of smoke detectors and fire extinguishers are done routinely and unannounced as determined by the VBC's Fire Safety Officer, VA and local codes. VBC Program Director or Designee conducts inspections.

Inspections

VBC Program Director or Designee will walk through each housing unit on an unscheduled /daily/nightly basis. The Program Manager of Designee will conduct routine fire/safety inspections weekly. Any damages or infractions found during these "walk-throughs" will be documented and the responsible party will be charged for the repair costs. Please report any accidental or other damage immediately to VBC staff. Smoking/Vaping inside of cabins, and bedrooms, including hallways, stairs and entryways is *absolutely forbidden and strictly enforced*. VBC is a smoke-free facility.

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Keys and Locks

You will receive one key to your Cabin or Main Building bedroom. Duplication of keys is prohibited. If you lose your key, please inform the Program Director, Assistant Director, or Team Leader. There may be a charge to replace lost keys. You may not add or replace locks on your own. Any difficulties with locks must be reported to the Program Director, Assistant Director or Team Leader.

Cleanliness

Keep your Cabin/Bedroom Clean:

- Bed made
- Clothes picked up off the floor
- Personal items stored neatly in closet or bureau
- Rug vacuumed
- No open food or food containers stored in bedroom/Cabin. Must be stored in airtight containers.

Everyone must leave the/their bathrooms clean

- Sink cleaned after each use
- Tub and shower rinsed and drain cleaned after each use
- Toilet swished with brush and area around the toilet mopped cleaned daily
- Personal toiletry items kept in neat order either in the bathroom or carried from the closet.

Kitchen-Professional and Staff Kitchens

- Wipe Counters down after EACH meal or cooking project
- Top of stove wiped after EACH use, if a spill occurs, remove burner trays and clean
- Oven cleaned after spills and cleaned monthly on the first of each month
- Food kept in the fridge must be in closed containers or wrapped and labelled and dated
- Food kept in cupboards must be in sealed containers and all (boxed, canned and in jars) food must be dated
- No dirty dishes kept in sink
- All dishes must be put away after dried. Do not leave dishes in the dish drainer
- Floor swept daily and mopped weekly
- Empty trash daily or if there is an odor.
- Keep soda cans and recyclables in container outside to prevent pests

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Rec Room

- Daily pick-up after yourself
- Dusting/weekly per Duty Roster
- Rugs vacuumed and floors swept every other day per Duty Roster.
- Linoleum floors damp mopped weekly per Duty Roster.

Seasonal Yard Work

****Everyone must participate in yard work unless they have a doctor's note.

- Snow removal
- Grass Cutting
- Weed wacking
- Raking/blowing leaves
- Sweeping pathways, decks, stairs, and front porch
- Planting, weeding, watering, harvesting the garden.
- landscape watering
- Trash-empty, dump runs
- Water Monitor (this will be explained during orientation)

Animal Care

Chickens-water, feed, clean coop, compost, collect eggs, feed and water goats, clean pen.

Other chores per Duty Roster

Weekly Duty Roster will be posted in the main Dining Facility. No changes are to be made without permission from a staff member.

Guests

No guests are allowed in the upstairs dormitory area or in Cabins The exception to this is Veterans who have children and are having visitation. Scheduled child visitation must be set up in advance with the Program Director. VBC must insist on strict adherence to this policy in order to ensure the safety of all residents and children. Upon discharge from the program whether it be planned or unplanned, former residents are not allowed back into Cabins to visit current residents without the Program Director, Assistant Director or Team Leader's approval.

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Constructive Use Of Time:

You are expected and required to complete an approved (minimum) of 20 hours/week of goal oriented (from your Person-Centered-Plan), structured activities (Recreational groups, Processing Group, Bible Study, Financial Wisdom, School, Volunteer Activity (Heroes Connect, GAL Training, Battle Buddy Training,) AA/NA groups/activities, other treatment/support type groups and activities.

Absences from Room/Cabin/Program

If you have plans to be away from VBC for an overnight or an extended time away from the program, please notify your Battle Buddy and Program Director. Please use this opportunity sparingly. More than an occasional use of this privilege may indicate that you are not truly working on your program goals as your participation and contributions to the daily routines and activities at VBC are all part of the therapeutic framework that VBC employs to work on building and sustaining interpersonal relationships, developing strategies to deal with personal challenges/PTSD symptoms, vocational skill building, teamwork, personal responsibility and accountability. Your presence is important to the success of your progress, to the other veterans at the Camp and as was stated earlier in this document: You need to be the one working the hardest to meet your goals and objectives!

Mail

The address at Veterans Base Camp is: 108 England Drive, Chaplin, CT 06235

Please add your appropriate cabin/room number.

Personal Appearance

You, as well as all the veterans in residence, are expected to keep yourselves clean and to maintain a neat appearance. Due to unscheduled daily visitors from families, local and state agencies, youth-at-risk whom we also work with in conjunction with the Department of Children and Families, and other partnering-agency personnel, all residents should be properly attired at all times in the common areas of the dormitory rooms, and in the main building. No baggy pants that expose a vet's backside, if wearing a baggy set of pants, make sure your shirt covers your underwear and bottom! No offensive or suggestive clothing.

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Pets

No pets are permitted in any of the cabins /dorm rooms unless they're approved service animals. All animals must have their vet records and service dog certification papers on file with the Program Director.

Relapse

Relapse can occur during the recovery process. Honesty is beneficial to you and to fellow veterans at Camp. If you should relapse, staff may (upon consultation with your treatment team, if you have one) assist you to get back into treatment and will support you as you renew your commitment to sober living. However, as previously stated, the use or possession of drugs or alcohol on the premises is strictly prohibited for the safety of fellow veterans, their children and the youth we also serve.. Alcohol/illicit drug use will be determined by one of the following:

- Self report
- Positive toxicology (urine, blood, hair)
- Witnessed by VBC staff
- Failure to submit to a breathalyzer or toxicological test upon staff demand
- Apparent intoxication
- Failure to give urine specimen within a specified period of time, leaving the building without giving a specimen, refusing to remain under staff supervision while providing a urine sample.

Specifically, if you relapse you will immediately be suspended from your cabin/room and the staff will secure your belongings for as long as you are in treatment or for 72 hours if you are discharged. While you are on suspension, you must not return to VBC or loiter near the property. While you are in treatment, you are expected to pay your residential fee in full and on time, During the time of your suspension, (treatment as determined by your VA treatment team) your VA team will discuss with VBC (if releases have been signed) the disposition of your compliance with treatment and your prognosis for recovery. The VBC team, will then determine if you will continue in or be discharged from the VBC R.E.S.E.T housing program.

It must be emphasized that relapse can not be accommodated by the VBC R.E.S.E.T program. Use of drugs or alcohol on the property cannot be tolerated as it puts the other veterans at risk for relapse and jeopardizes our ability to work with youth-at-risk in our "Heroes Connect", "Battle Buddies" programs.

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Grounds for Dismissal from the Program

It is VBC's responsibility to ensure a healthy, safe, supportive and financially sound environment for its veterans and if applicable, their children. Everyone is expected to demonstrate respect and restraint when interacting with each other, staff and neighbors. Each resident can expect to be treated with respect and dignity from staff and those who live at VBC and those who come to volunteer. The following actions will result in immediate discharge from the program. Though every attempt will be made to locate alternative emergency housing for the transgressing veteran upon discharge, concern about safety issues may make this attempt unsuccessful before actual dismissal.

- Relapse to alcohol, drugs and/or use of other illicit substances
- Inviting guest into your cabin/room
- Violence (physical/verbal/threatening) towards housemates, staff, neighbors
- Racial comments
- Theft
- Failure to pay full and timely residential fee
- Non-participation in cleaning of Cabin, Dorm Room, property and yard
- Non-compliance with VA treatment plans
- Revoking or limiting Releases of Information required by the VA and VBC
- Failure to notify VBC Director/staff of overnight absences from apartment
- Violation of any program guidelines
- Firearms, explosives and/or weapons are not allowed under ANY circumstances. A veteran who violates this regulation will be immediately removed from his/her cabin/room and terminated from the program. The appropriate law enforcement agency will be called and charges will be filed in accordance with the law.

Summary

The VBC Team wishes you all the best, and is here to walk alongside you as you take time to R.E.S.E.T your path. The "rules" above are outlined in detail so everyone knows what is expected from them and how VBC will partner with you as you create your individualized plan to achieve your goals. Your safety and the safety of the Veterans and Youth we work with is our number one priority. Clear guidelines help to ensure that. We are here to engage, inspire, support and empower you as you start your R.E.S.E.T journey and wish you all the best.

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Rental Application

First Name: _____ **M.I.** _____ **Last** _____

D.O.B: _____ **SSN:** _____

Phone Number: _____ **Drivers Licence #:** _____

State _____

Other names used in the past: _____

Vehicles:

Make: _____ **Model** _____ **Color** _____

Year: _____ **Plate Number** _____

Please attach: Copy of: Proof of Insurance

Drivers license

DD214

In case of emergency please notify:

Relative:

Name _____

Phone _____

Address: _____

City/State _____

Relationship: _____

Friend:

Name _____

Phone _____

Address: _____

City/State _____

Relationship: _____

Sources of Income:

Source: _____ **Monthly Amount** _____

Source: _____ **Monthly Amount** _____

Source: _____ **Monthly Amount** _____

Have you ever been convicted of a felony? Yes _____ **No** _____

Are you on probation? Yes _____ **No** _____

We work with youth-at-risk and some veterans have children visiting/staying with them. Would you be able to pass a Department of Children and Families background check? Yes _____ **No** _____

Have you read the VBC R.E.S.E.T Program Guidelines? Yes _____

No _____

If you answered “yes” to reading the program VBC R.E.S.E.T Program guidelines, do you agree to abide by those guidelines? Yes _____

No _____