This handbook contains information to assist you during your stay at The Retreat. Please read it carefully and feel free to contact any member of The Retreat staff with questions.

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We’re so glad you’re here. It’s our goal to make your stay at The Retreat as productive and comfortable as possible.

Use this handbook as a guide to answer many of your questions and to better understand your experience. Because no two patients have identical treatment programs or perceive their situation in the same way, this book addresses only general problems or questions someone may have during a stay here. I, along with the rest of the staff, am always willing to talk to you about any questions or concerns, clinical or administrative.

In 1853 our founder, Moses Sheppard, described his vision for psychiatric treatment by expressing his goal to combine every feature that science and experience might indicate as requisite or desirable to provide patients with the greatest possible advantage. Today we welcome you to The Retreat and join you as you embark on this journey of intensive individualized treatment.

I look forward to working with you.

Thomas Franklin, M.D.
Medical Director, The Retreat at Sheppard Pratt
Welcome to The Retreat at Sheppard Pratt. We hope that, as you engage in the intensive treatment experience, you will also discover the unique benefits of our milieu. While at The Retreat, we will provide you with a comprehensive diagnostic assessment, psychopharmacological interventions, individual and group psychodynamic psychotherapy, art therapy, and Eastern movement and meditative practices. By actively participating in the structured program as well as the more casual interactions, like our group outings and informal meetings, you will learn valuable coping skills that will help to improve the quality of your life.

A safe and therapeutic environment is our primary goal so that all residents are able to utilize the program to the fullest extent. Therefore, violence to self or others and/or threats of violence will not be tolerated and will be considered a justifiable reason to terminate a resident’s stay. Because of the intensity of emotions that may be experienced during treatment, as well as the stress of adjusting to a new environment, you may feel overwhelmed at times. We strongly encourage you to express those feelings to the staff as soon as possible, and in an appropriate manner, so that your treatment team can work with you to find a solution. Please feel free to utilize 1:1 intervention with staff, quiet time in your room, relaxation techniques, and other de-escalating techniques to maintain control. If you abruptly leave The Retreat during an emotional outburst, we will immediately evaluate whether you are a potential danger to yourself or others, and determine if it would be advisable to initiate admission to an inpatient unit. Please work with us to openly communicate and solve any issues as they arise, so that we can avoid these types of difficult situations.
**Self-Destructive Behaviors**

Some psychiatric conditions are accompanied by destructive and self-destructive behaviors, such as drinking, drug abuse, self-cutting, self-burning, self-bruising, bingeing and vomiting, restricting, sexually abusive behavior, or other driven behaviors that injure or degrade the patient or others. When present, these need to become a major focus of treatment.

Realistically, some of these behaviors may require more restrictive therapeutic environments than The Retreat. At times, a locked psychiatric inpatient unit, dedicated addiction unit, specialized eating disorder unit, or other focused unit may be required. The program director, in consultation with the medical director and senior nurse, assess the presenting issues of each patient seeking admission to determine their clinical appropriateness for the milieu. If we believe a different therapeutic setting would be best for your treatment, we do our best to determine that up front before recommending admission to The Retreat. However, at times we may not recognize this until after a patient has sought treatment here. Other times, we may be willing to work with a patient struggling with a self-destructive behavior as long as he or she is dedicated to working with us and knows that there are limits to what can be done on an open unit.

Some behaviors have such a destructive effect on the therapeutic environment of an open unit such as The Retreat that they simply cannot be tolerated. We are unable to continue to treat residents at The Retreat if they become actively suicidal or intoxicated (either alcohol or illicit drugs), or if they physically attack another patient or staff member or become sexually involved with another patient. Should any of these activities take place, the patient(s) will be transferred to a more restrictive setting or administratively discharged.

Some self-destructive behaviors may be addressed through intensive involvement of the treatment team working in alliance with the patient to gain control over the behavior. One of the goals of treatment is to eliminate these self-destructive behaviors. We use joint sessions that include the patient, primary doctor, and nursing staff (“mini-teams”), and the practice of skills learned through dialectical behavior therapy (DBT) to focus on controlling the behavior. We also use the establishment of privileges and consequences, and will even work collaboratively with a locked inpatient unit at Sheppard Pratt, as part of our treatment therapies. However, if such efforts prove unproductive or become too disruptive to the therapeutic environment at The Retreat, the patient may be discharged to a more appropriate facility.
Co-Occurring Disorders Track – Drug and Alcohol Possession, Use, and Screening Policy

While The Retreat provides treatment for addictions that co-exist with a mental illness, we are not a dedicated alcohol or drug rehabilitation program and can only provide a certain level of structure and supervision in helping residents seek a clean and sober life. Our doors are not locked and residents have access to their cell phones and are allowed visitors. In order for effective treatment to take place, residents must be willing to change and take responsibility for addiction-related behaviors. Many residents who are able to do this find The Retreat to be a truly healing environment that addresses their psychiatric problems and relationship issues, along with their addiction issues. We require ALL residents on The Retreat to abstain from drugs and alcohol during their stay. All residents are subject to random urine screens and breathalyzer assessments. Residents who need addiction treatment will enter The Retreat as part of our co-occurring disorders track, which requires the below additions or modifications to our program. These considerations are designed to allow effective treatment for the individual, consistency among residents, and a safe and healing environment for all residents.

Programming: All residents in the co-occurring disorders track will agree to the following programming:

- Participate in an addiction assessment.
- Attend all Addiction Groups on The Retreat.
- Attend weekly Alcohol Education Lectures (Wednesdays from 7-9 p.m. in The Conference Center at Sheppard Pratt).
- Attend AA, NA, and/or Smart Recovery groups at least three times per week.

Kolmac Intensive Outpatient Program (IOP): Some residents are referred to the Kolmac IOP (3 hours per day in the evenings), which may require some modification in their schedule at The Retreat. Residents in the Kolmac IOP will be required to attend all IOP sessions and to attend their modified schedule at The Retreat.

Testing: If continued abuse is suspected, residents in the co-occurring disorders track will be subject to urine screens three times per week, and randomly upon demand and daily breathalyzer assessments according to the following guidelines:

- The collection of all urine specimens for drugs.
**Safety Related Issues**

- Routine urine specimens must be collected BEFORE 10 a.m.
- Random urine specimens must be collected within an hour of request.
- Breathalyzer assessments must be completed at the time of the request.
- Failure to comply or refusal is considered a positive test.

**Administrative Issues**

- The first positive urine or breathalyzer test will result in a reevaluation of the treatment approach for the resident and a return to staff escort level, and may result in discharge from the program if the behavior is determined to present a substantial risk to the health and safety of the resident, other residents, and staff in the program. If the resident is not discharged, he or she will be required to sign a revised treatment contract that may include joining the Kolmac IOP.
- A second positive test will result in additional treatment interventions being implemented, to include consideration of a more contained treatment setting.
- Any distribution of drugs or alcohol from one resident to another will result in the automatic administrative discharge of both residents.
- Resident rooms and belongings are subject to search for banned substances at staff discretion. Banned substances will be confiscated and destroyed. Possession of banned substances may result in discharge.
- All sign outs and advances to unescorted status will be decided by the treatment team in a thoughtful manner with the goal of protecting the resident’s sobriety and mental health. The resident’s degree of participation in the program will be a factor in these decisions.

**Smoking**

- Smoking, including the use of electronic or e-cigarettes, is not allowed indoors or in any of the shared outdoor spaces on the Sheppard Pratt Health System campus.
- Residents who choose to smoke may do so only in The Retreat’s outdoor courtyard, located outside the first floor of the east stairwell. Smoking is not permitted in any other outdoor area of campus.
- Smoking in The Retreat’s courtyard is permitted between the hours of 7 a.m. and 10 p.m. Absolutely no smoking is permitted after 10 p.m., as the exterior doors to the hospital are locked at that time.
- Matches are not permitted anywhere on the grounds.
**Fire Drills**

- Fire drills occur monthly in various locations throughout the hospital.
- They can occur at various times of the day, including evening hours.
- Please follow the instructions given by staff during a fire drill.

**Privacy/Safety**

- Staff will knock prior to entering a resident’s room.
- If there is no response, staff will knock a second time before entering a residents’ room.
- If the door is locked and there is no response, staff will use their key to gain access and check that the person is safe.
- Residents are to utilize common areas to visit with one another.
- Residents are not allowed to enter another resident’s bedroom, even with his or her permission.

**Medications**

- All medications are to be kept locked in the Nurses’ Station unless a doctor’s order states otherwise, including over-the-counter medications, vitamins, and supplements.
- It is against policy to receive medications from visitors, or to purchase medications outside of the hospital without the staff’s knowledge.
- Please notify nursing staff of any medication requests.
- Resident’s personal medications will be stored in the hospital pharmacy during a resident’s stay and will be returned at the time of discharge.
- Nursing staff administer all medications.
- Routine times of dosing are 9 a.m., 1 p.m., 6 p.m., and 9 p.m., with occasional alternate times as prescribed by a doctor.
- Medications can be dispensed one hour before or after the prescribed times.
- Nursing staff must ensure that medications are taken; therefore, medications must be taken in the presence of a nurse.

**Property Searches**

- At the time of admission, we ask for cooperation in carrying out a routine check of all belongings in compliance with hospital safety regulations.
Two staff may conduct searches if there is a concern that a weapon, drug, or other potentially dangerous material is present.

Every effort is made to have the resident present during property searches.

**VALUABLES**

- Residents are encouraged to leave valuables at home.
- Residents are responsible for all personal belongings including, money and/or other valuables they choose to have with them while at The Retreat.
- A key is provided so that items can be locked in a drawer in each resident’s bedroom. Please be sure to secure any valuables in this locked drawer during your stay.
- The Retreat is not responsible for the loss and/or damage of any valuables.

**LEAVING THE UNIT/ESCORT LEVELS**

Observation levels for residents on The Retreat are designed to protect the safety of each resident and allow for the greatest degree of freedom and responsibility. Decisions about observation levels are made by the attending physician in consultation with nursing staff, and take into account a resident’s diagnosis, safety, responsibility, trust, communication, and participation in treatment. At any time, The Retreat staff may move someone to a more restrictive level due to safety concerns.

Observation levels are described below:

**Staff Escort with 30 Minute Checks:** For residents who are medically unstable or whose safety concerns warrant intensive observation. Residents on 30 minute checks cannot leave the grounds for any reason except for urgently needed medical care accompanied by staff. Also on this level of observation, residents cannot go off the unit, including the courtyard, for any reason without being accompanied by staff. Residents who require 30 minute checks may be recommended to a more structured level of care or discharged as appropriate.

**Staff Escort:** For residents who have been recently admitted, or who have ongoing safety concerns due to physical or psychiatric illness. Residents on staff escort cannot go off the unit unless in the company of staff, including the courtyard. Residents who cannot meet the expectations of Staff Escort may be recommended to a more structured level of care or discharged as appropriate.
Staff Escort with Courtyard Privileges: The Retreat courtyard is under video surveillance. This level is for residents who are deemed safe to go off the unit by themselves to the courtyard only, but who must be accompanied by staff elsewhere. These residents must inform staff verbally when they are going to the courtyard and when they return.

Unescorted on Grounds (Full Unescorted Status): This level is for residents who have demonstrated a capacity to manage any remaining safety concerns and are fully participating in their treatment program. Generally, for residents to be allowed overnight passes or driving privileges they must be on full unescorted status. Not all residents achieve unescorted status during their stay.

Sign Outs: At any point where it is deemed therapeutically advantageous, the resident’s doctor may write an order for the resident to go with family, friends, or other individuals off the unit for a specified period of time. This written order overrides the observation level for the period of time of the sign out.

Communication Protocol: Whenever a resident leaves the unit (i.e. for a walk, a therapy session, a sign out, to smoke, or for any other reason), it is expected that the resident do two things so that nursing staff know where he or she is:

1. Sign the sign out sheet located on the table in the foyer by the front door
2. Inform a member of the nursing staff just prior to departure

In accordance with hospital policy, **all residents must return to The Retreat by 10 p.m.** After this time, the exterior doors to the hospital will be locked.

Visiting Hours

- To ensure the confidentiality of all residents, nursing staff must be notified prior to any visitor arriving on the unit.
- Visitors are allowed daily between 7 a.m. and 10 p.m., except during group sessions.
- In accordance with hospital policy, all visitors must leave The Retreat by 10 p.m.
General Housekeeping

- Fresh towels are provided daily, Monday through Friday.
- Bed sheets are changed weekly.
- Housekeeping staff is not present on the weekends. If you have housekeeping needs during this time, please speak with the nursing staff.

Laundry

- Washing machines and dryers are located in the West Pantry, and at the far end of the East Hallway. Please ask a staff member for access if you would like to use the East Facilities.
- Detergent and dryer sheets are provided for your convenience.
- Dry cleaning services are available at your own expense. Please let a staff member know if you are interested in this service.

Television Viewing

- Residents are asked to refrain from watching television during group times.
- Certain movies and shows are not considered appropriate for viewing in the milieu, and are up to the staff’s discretion.

Wake Up Calls

- Residents are encouraged to awaken at a reasonable time in the morning to allow for personal responsibilities and breakfast with other residents.
- Breakfast arrives between 7:45 a.m. and 8 a.m.
- Nurses provide wake up calls at 7:45 a.m., however residents are encouraged to take responsibility and set their own alarms.
- Breakfast begins at 8 a.m. and provides a nice time to review the day’s schedule, and to discuss any community-related concerns.
SLEEP HYGIENE

- Residents generally retire at their leisure, but are encouraged to observe sensible bed times so that they can begin the day rested.
- Sleeping takes place in the bedroom. Couch sleeping will be interrupted with a request to utilize the bedroom.
- Hourly rounds are conducted through the night hours with as little interruption to sleep as possible.

DAMAGES

- Any damage occurring to The Retreat property, above and beyond normal use, is the resident’s responsibility.

NURSES’ STATION

- In compliance with HIPAA regulations, residents are not permitted in the Nurses’ Station at any time, as this is where confidential information and records are kept.
- Please knock on the Nurses’ Station door should you need assistance.

RESIDENT TELEPHONES

- Each resident has a personal telephone in his or her bedroom.
- Calls made from these phones will appear on a caller ID as 410-938-3000, Sheppard Pratt Health System.
- To make a local call, dial nine and then the phone number.
- Resident phones include individual voicemail accounts from which you can retrieve messages. To review your messages, dial 3190 and follow the prompts. The password is provided in your admission paperwork. Please ask staff if you need assistance accessing your voicemail.
- Long distance phone calls cannot be made from these phones; we suggest that residents use a calling card or a personal cell phone.
- Collect calls can be made from these phones.
**Internet Services**

- Each resident may access the internet from his or her bedroom and most common areas on their personal computers.
- Residents can connect to the internet using The Retreat’s wireless connection. Please ask a staff member for the password to this network.
- If you did not bring a personal computer with you, a computer with internet access is available in the living room for resident use.

**Exercise Services**

- Residents may utilize the exercise room within The Retreat when therapeutic programming is not in session.
- The landscaped grounds of Sheppard Pratt are also nice for walking or jogging.
- The Retreat maintains a membership to a local gym that provides a full array of exercise equipment, an indoor swimming pool, racquetball courts, and a variety of classes.
- Trips to the gym are scheduled in the evenings as staffing allows. If you are interested in going outside of scheduled times, please ask a staff member if transportation can be arranged.
**Dress Code**

- Comfortable, casual clothes should be worn at The Retreat.
- Residents may not leave the unit barefoot or in nightclothes.
- Residents are asked to wear a robe in common areas if they are not dressed for the day.
- Revealing or provocative clothing is not acceptable. Staff will discretely ask for a clothing change if necessary.
- Please bring athletic shoes and clothing with you so that you are able to participate in the physical activities that are part of The Retreat programming.

**Personal Hygiene**

- Each resident is to maintain his/her personal hygiene and living space.
- Residents are asked not to place their feet or shoes on the furniture.
- Please alert staff to any accidental spills.
- If necessary, staff will discretely request that greater attention be given to hygiene.

**Personal Possessions**

- Borrowing or lending personal possessions and/or money is strongly discouraged.
- Giving of gifts is discouraged.
- Staff may not accept any gifts or tips from residents at The Retreat.

**Gambling**

- Gambling between residents at The Retreat, either with real or fictional money and/or possessions, is not permitted.

**Peer Relationships**

*Peer relationships at The Retreat should support therapeutic goals and have clear boundaries and limits. We strongly discourage residents at The Retreat from developing relationships or living arrangements with each other beyond the natural friendships and camaraderie that might develop as part of their relationship within the therapeutic setting itself.*
Attendance Policy for The Retreat Group Programs

While at The Retreat residential program, residents:
- Must attend all groups that are part of The Retreat programming (no additional charge)
- May attend one or more sessions of DBT outpatient group if appropriate and agreed to by treatment team
- If already a member of DBT outpatient and/or psychodynamics outpatient group, may continue to attend while on The Retreat if clinically appropriate (no additional charge)

While at Ruxton House, residents:
- Must attend all groups that are specifically part of the Ruxton House program (no additional charge)
- May attend appropriate groups at The Retreat residential program (no additional charge)
- May attend DBT outpatient group and/or psychodynamics outpatient group if part of the treatment plan (additional charges apply)

Once discharged from The Retreat or Ruxton House and receiving outpatient therapy, patients:
- Must attend DBT outpatient group and psychodynamics outpatient group if part of the treatment plan (additional charges apply)
- May attend appropriate groups at The Retreat or Ruxton House, as determined by the treatment team and with the permission of the group leader(s) (additional charges apply)
- May attend Thursday evening at Ruxton House for one month (non-clinical event; no additional charge)
Resident Bedrooms

- A resident’s bedroom is restricted to the private use of the assigned resident. The bedroom is a space for private rest and reflection. Social activities or one-on-one conversations between residents are best conducted in the common spaces on the unit.

- Family may visit in the resident’s bedroom if the resident so desires.

- Residents are not allowed to visit each other in their bedrooms.

Changing Therapists

There are times when a resident may feel dissatisfied about his or her assigned therapist (primary doctor, family therapist, social worker, recreational therapist, art therapist, etc.) If this occurs, please discuss this with The Retreat’s medical director.

As a rule, we are very reluctant to allow residents to switch therapists. Instead, we strongly recommend working with the therapist to understand the nature of the dissatisfaction. In our experience, simply switching therapists slows down treatment, while working through the difficulty often provides a valuable therapeutic experience for the resident. Sometimes these conflicts or dissatisfactions are related to transference, or the experiencing of feelings towards this person that reflect earlier feelings from a past relationship. At other times, the conflict may represent a “raw” area of emotional life that could benefit from mutual exploration.
Discharge Procedures

- 24 hours notice must be provided to The Retreat prior to discharge in order to avoid payment for the day of discharge.
- You are welcome to participate in the full day of programming the day of your discharge. However, we ask that you vacate your room by 11 a.m. to allow housekeeping enough time to clean the room. We can secure your belongings until your departure.

After completing your stay at The Retreat, you will be discharged with a plan for outpatient treatment that includes an appropriate psychiatrist, therapist(s), and doctor(s) in your home community. The Retreat will make every effort to facilitate that transfer of care, as we are dedicated to developing a discharge plan for you that will enable you to continue your treatment once you have returned home. To this end, we will provide the following (with your permission):

- A copy of the diagnostic evaluation to the relevant medical and mental health professionals (with your explicit permission).
- A copy of the discharge summary to the relevant medical and mental health professionals (with your explicit permission).
- A copy of any relevant consultations to the relevant medical and mental health professionals (with your explicit permission).
- A three-day supply of medications.
- A thirty day supply of medications in the form of a written prescription (unless a different amount is determined to be best by your doctor).
- Telephone consultation with your psychiatrist and/or therapist at home.
- Telephone consultation with you and/or (with your explicit permission) your family once you are home if you are concerned the discharge plan is not working.

We encourage you to stay in touch with us after discharge so that we know how you are doing. If at some point you believe you may benefit from returning to The Retreat, please talk this over with your home therapist and psychiatrist and then contact The Retreat to discuss further.

Please be aware that after discharge, your psychiatrist, therapist, or doctor must be your primary medical advisor at home. The Retreat cannot serve in that capacity after you are discharged.
Specifically, upon discharge, we cannot:

- Serve as your psychiatrist, therapist, or doctor
- Serve as back-up to your therapist or doctor
- Provide medication adjustments or additional refills or prescriptions
- Serve as a crisis hotline

We hope these guidelines are helpful to you as you transition to your regular life, work, relationships, and outpatient status back home. If at any time you have questions about this information, please discuss them with The Retreat’s medical director.

Phone Numbers:
Thomas Franklin, M.D., medical director, The Retreat ..........410-938-4766
Program Director ..................................................................................410-938-3891
Nurses’ Station, The Retreat ..........................................................410-938-4045
**MEALS**

- Residents are expected to eat all meals in the common living area.
- In order to comply with hospital health regulations, meals are not to be consumed in resident bedrooms.
- Two pantries are stocked with common snack items, and remain open for your convenience.
- You may bring preferred food items with you or purchase them locally. These foods are to be stored in pantries in the common areas, labeled with your name and the date of purchase to ensure they are not consumed by others.

**PERSONNEL**

- A registered dietician is available to residents throughout their stay.
- Nutritional assessments and counseling are ordered by the doctor or can be requested by a resident.

**MENU REQUESTS**

- A dining services staff member will review the menu with residents daily.
- Menu selections are made daily Monday through Friday.
- Menu selections for the weekend are made on Friday.
- Please circle your preferences on the menu, and alert staff to any food allergies or dietary restrictions you may have. Gluten-free selections are available.
- If you have family or significant others visiting for family therapy or other therapeutic reasons around meal time, you may ask staff to order meals for your guests and collaborate with staff in making the menu selections. Please provide at least four hours advance notice for guest meals.

**LEFTOVERS**

- Residents may save food for up to 24 hours in the refrigerator by labeling it with their name and the date.
- After 24 hours, the food will be discarded in accordance with hospital policies.
- Refrigerated foods that have not been labeled with the resident’s name and date will be discarded.
**Dining Out**

- There is a folder of information in the Nurses’ Station with information about local restaurants and carryout sources.
- Residents pay for food ordered out unless other arrangements have been made.
- Residents pay for any food purchased on therapeutic outings, unless other arrangements have been made.
MEDICAL EXPENSES

- The Retreat does not cover the cost of medical appointments outside of the hospital. Any expenses for medical care are the responsibility of the resident.

- A copy of your health insurance card is obtained upon admission. We will do our best to utilize your health insurance for any outside medical procedures.

- The Retreat will cover the cost of psychiatric medications.

- Medications not carried in the Sheppard Pratt pharmacy will be refilled at the expense of the resident. This out-of-pocket expense includes cost of supplements, which are not carried by the Sheppard Pratt Health System pharmacy. Residents are encouraged to bring their medications with them upon admission.

- The Retreat fee does not include the cost of physical therapy, TMS, ECT, or non-psychiatric medications or supplements.

- Medical equipment such as assistance devices and air purifiers are at the resident’s expense.
Weekend Outings

- Weekend group outings are planned by the wellness coordinator.
- One weekly therapeutic outing is included in the programming.
- Outings generally take place in the afternoon.
- The Retreat will cover expenses for the outing, including admission tickets and transportation.
- The Retreat does not cover the cost of food purchased on outings.
- Individual sign-outs for therapeutic purposes should be arranged with the primary therapist. This requires a doctor's order, and all expenses are paid by the individual resident.

Personal Entertainment

- Residents are encouraged to enjoy the Towson and Baltimore City area attractions.
- Any expenses incurred for personal entertainment are the responsibility of the resident, including all meals.
**Retreat Vehicles**

- The Retreat has vehicles operated by licensed staff.
- The Retreat will provide and pay for transportation related to admission and discharge.
- Transportation will be provided to The Retreat outings and medical appointments. If a vehicle is not available at the time of your appointment, we may instead provide cab service.
- Vehicles are also provided for errands and impromptu events, but this is at staff discretion and is dependent upon staff availability and weather conditions. Cab service will not be provided by The Retreat in these situations, though you may utilize cab service independently (and at your own expense) if your escort status is “unescorted off grounds.”
- Guests may not be transported in The Retreat vehicles.

**Personal Vehicles**

- Residents with their own cars on grounds must register their cars with nursing staff so that security is notified.
- Residents of The Retreat are not permitted to ride in vehicles operated by other residents.
- Resident’s car keys are stored in the Nurses’ Station at all times.
- Residents must have doctor’s orders from The Retreat indicating that they may drive.
Transportation Information & Phone Numbers

Jimmy’s Cab Service
- 410-823-7598
- Cab “pick up” location is the B entrance.
- Cab vouchers will be provided in the event that a vehicle is not available for treatment-related appointments.

American Sedan and Limo Services, Inc.
- 24-hour service to all nearby locations.
- 410-654-4090
- americansedanlimo.com

BWI Airport
- 410-859-7027 or 1-800-872-7254
- bwiairport.com

MTA (Mass Transit)
- There is a bus stop located in front of the main entrance of the central building on campus.
- Schedules are available online or on the ground floor outside of the Post Office.
- mtamaryland.com

Baltimore Airport Shuttle
- Ground transportation to and from BWI, Dulles, and Reagan National Airports.
- 410-821-5387
- baltimoreairportshuttle.com

AMTRAK
- National Rail Passenger Service.
- 1-800-872-7245
- amtrak.com
ON CAMPUS SUPPORT SERVICES

**Alcohol Education with Dick Prodey**
Every Wednesday evening from 7 p.m. to 9 p.m. at The Conference Center at Sheppard Pratt.

**Alcoholics Anonymous (AA)**
Meetings are held Monday-Sunday at 7 a.m., 12 p.m., 5:30 p.m., and 7 p.m. in the Gibson Building, Rooms 386 and 388.

**Narcotics Anonymous (NA)**
Meetings are held Sundays at 8:15 p.m., and Mondays at 7:30 p.m., in the Central Building, Room 305.

**Overeaters Anonymous (OA)**
Sundays at 5:15 p.m. in The Conference Center at Sheppard Pratt.

**Al-Anon**
There are no meetings on campus. Meetings are available nearby, please ask staff for more information.
APPENDIX

Religious Services
- Sheppard Pratt pastoral services are available on campus for all denominations. Please ask staff to contact pastoral services if desired.
- Staff has information on the names and locations of various religious services in the area. We will make every effort to accommodate your spiritual needs.
- A meditation room, brick labyrinth, and garden are located in the lobby of the Weinberg building.

Sheppard Pratt Post Office
- Located on the ground floor, B016.
- Hours of operation are Monday through Friday, from 9:30 a.m. to 1 p.m. and 2 p.m. to 4 p.m.
- Outgoing mail and stamp machines are available.
- A UPS drop box is also located outside of the Post Office.
- Mail is brought to The Retreat after lunch and staff is notified of any packages that need to be picked up.

ATM
A Bank of America ATM machine is available on the first floor of the Central Building. A staff member can show you to the ATM location if needed.

Sheppard Pratt Bargain Nook
- A thrift and consignment shop located on the first floor of the Central Building, just outside of the cafeteria.
- Open Tuesday, Wednesday, and Friday, from 10 a.m. to 3:30 p.m.

Sheppard Pratt Gatehouse Gift Shop
- Located in the lobby of the Weinberg building.
- Open Monday through Friday, 8:30 a.m. to 3:30 p.m.; Saturday, 12:30 p.m. to 3:30 p.m.
- 410-938-4853