Frequently Asked Questions and Sample Schedule
Partial Hospital and Intensive Outpatient Program

What should I do when I arrive every day?
A sign-in book is located in the reception area of Algonquin. It is very important that you sign in the morning as you enter and sign out when you leave programming at the end of the day. You will be provided an identification badge daily.

You are expected to attend all meetings and groups on any day you are here unless an exception has been made through the treatment planning process. When you are admitted to the program we commit our time and resources to your care. We expect in return that you will make a similar commitment to the program**.** All planned absences should be discussed and approved by your therapist/care manager at least 24 hours in advance. We also expect that you will notify the program by 9:00 a.m. for PHP or 11:15 a.m. for IOP on any day that you are unable to attend due to sickness or other emergency.

What is the schedule?
Programming is available Monday through Friday from 9:00 a.m. until 4:00 p.m. The morning meeting begins at 9:00 a.m. with check in and goal planning for the day. The program day ends at 4:00 p.m. You will meet to review your day and complete planning for the evening/weekend at 3:30 p.m. This group allows you to touch base with everyone before you leave for the day. You have the opportunity to reflect on the day and ask for any additional support that might be needed at that time. Individual and/or family therapy can be scheduled during program hours at a time that is convenient for you and your family/significant other. We ask that you make your arrangements through your therapist. The following programs schedules are just a sample, but will provide further insight into the typical patient experience in program: PHP Sample Schedule and IOP Sample Schedule. (Both PDFs)

May I drive my own vehicle to the program?
The treatment staff will discuss this request with you. Because some medications may affect your level of alertness and ability to concentrate, the medical staff may advise that you not drive for a period of time. In addition, to assure your safety and others, the medical staff may require that you use alternative transportation until your condition is further stabilized.

Where do I park my car?
Parking is available along the circular drive around the hospital and the parking area around Algonquin in all but the handicapped spaces (unless applicable). Parking along the right hand side of the roadway is not allowed. Please register your car with security by providing your license number and a description of your vehicle to the Office Manager who will provide this information to hospital security personnel. Please keep your car locked while it is on the Four Winds campus.

What if I don't have my own transportation?
Transportation is provided to and from the program, free of charge, for those patients who have no other means to get to the program. It is your responsibility to contact the Four Winds operator by 6:00 a.m. to cancel if necessary. Failure to cancel without proper notice could result in you losing access to transportation services. You must also notify your van driver of any schedule changes. Transportation Services will only bring you to and from your designated pick up spot unless special arrangements have been made. In the event of hazardous weather conditions, you are asked to contact the Four Winds operator to check for cancellations in your area. Also, a good guideline to use is, if the schools are closed in Saratoga County and nearby counties transportation services may be cancelled. Please call the operator to be sure. If hazardous conditions arise during the programming day, transportation may decide to depart early for the afternoon runs. The PHP staff and transportation staff will consult and you will be notified as soon as this decision is made.

What type of relationships can we develop when in the program?
Exclusive relationships between patients are discouraged as they tend to distract those involved from the task of examining and working through their own problems. We discourage patients from lending, selling or trading items with each other as this can often lead to misunderstandings. Relationships between staff and patients are professional, not personal. It is the policy of the program that employees may not accept money or gifts from patients at anytime. We encourage patients to express their appreciation in words rather than gifts.

Do I need to bring a lunch?
Coffee, milk, juice, and a variety of cereals, crackers and fresh fruit are available in the pantry in Algonquin. Lunch is provided daily from 11:30 to 12:00 p.m. in Mastrianni Hall for Partial Hospital patients and patients participating in the eating disorder treatment groups. You may also choose to bring a lunch or go off grounds for lunch. There is no separate fee for snacks or lunch.

Where can I smoke?
Four Winds Saratoga strives to provide a safe and supportive environment for all patients, staff and visitors. Through a promotion of wellness, a variety of programs and interventions are available to assist anyone interested in smoking cessation. No **smoking is allowed in buildings or on the hospital grounds.** We thank you for your cooperation with not smoking while attending the Partial Hospital and Intensive Hospital programs. We encourage you to speak with your doctor/nurse practitioner/RN to discuss what supports are available to help you stop smoking and/or the use of other tobacco products.

Where can I use the telephone?
We encourage you to limit your phone calls while in the program in that it can interfere with your full participation in the program. If it is necessary to make a call, a pay phone is available for your use in the pantry (584-8833). Your therapist/care manager can arrange for you to use a hospital phone for calls related to your treatment or discharge planning. The Program Office Staff can be contacted by calling the hospital's main number (584-3600) and asking for ex. 3536. Please be aware that if someone other than you calls the Office Staff a policy of strict confidentiality will be adhered to and we will not acknowledge whether you are a patient in the program. Instead a message will be taken and you will be notified of the call. In an emergency, friends and families should be instructed to contact the Office Staff to ensure that the call is answered and any message is given to you in a timely manner.

Who is my doctor? Who will prescribe my medication?
At the time of admission to the PHP/IOP, you will be evaluated by our program psychiatrist or nurse practitioner who will be responsible for prescribing and monitoring your medications. You are responsible for taking medications as prescribed. If you need to take medications during program hours, please bring them each day. Please remember you are responsible for storing your prescribed medications in a safe place. If you have specific questions around your medication, please see the doctor/nurse practitioner/nurses who will assist you. We ask that you let the doctor/nurse practitioner know the name and telephone number of the pharmacy you will be using. We also ask that you use the same pharmacy for filling your prescriptions while you are attending PHP/IOP.

Where do I get my medical care?
The PHP/IOP staff will coordinate your care with your Primary Care Physician and/or other healthcare providers. The medical staff will not be prescribing medications to treat physical health conditions (e.g. pain medications, antibiotics, birth control).

In the event that a serious medical problem occurs while you are attending PHP/IOP, the medical staff will refer you to the emergency room at Saratoga Hospital. You will be asked to sign a release of information that permits communication between Four Winds Saratoga and Saratoga Hospital as part of your admission process to the program. This will allow the program medical staff to coordinate your care with emergency room staff.

Four Winds Saratoga
Sample PHP Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-9:45	Goal Planning Oak Room	Goal Planning Oak Room	Goal Planning Oak Room	Goal Planning Oak Room	Goal Planning Oak Room
9:45-10:30	Coping Skills Oak Room	Coping Skills Oak Room	Coping Skills Oak Room	Coping Skills Oak Room	Coping Skills Oak Room
10:35-11:25	Psychotherapy Oak Room	Psychotherapy Oak Room	Psychotherapy Oak Room	Psychotherapy Oak Room	Psychotherapy Oak Room
	Psychotherapy Maple Room	Psychotherapy Maple Room	Psychotherapy Maple Room	Psychotherapy Maple Room	Psychotherapy Maple Room
11:30-12:15	Lunch	Lunch	Lunch	Lunch	Lunch
12:15-1:15	Addictive Disorder Education Balsam Room	DBT Orientation Balsam Room	Community Mtg Oak Room	Steps to Recovery Oak Room	Art Therapy Art Room
	Healthy Lifestyles Oak Room	Art Therapy Art Room		Leisure Skills Craft Room	Vocational Group Oak Room
				DBT Orientation Balsam Room	
1:30-2:15	Emotional Regulation Oak Room	Distress Tolerance Oak Room	Interpersonal Effectiveness Oak Room	Mindfulness Oak Room	Family Issues Balsam Room
	Emotional Regulation Balsam Room	Distress Tolerance Balsam Room	Interpersonal Effectiveness Balsam Room	Mindfulness Balsam Room	Family Issues Oak Room
				Coping with Trauma Maple Room **1:30-2:30**	
2:30-3:30	Emotional Regulation Skills Oak Room	Distress Tolerance Skills Oak Room	Interpersonal Effectiveness Skills Oak Room	Mindfulness Skills Balsam Room	Taking It Home Oak Room
	Emotional Regulation Skills Balsam Room	Skills for Anxiety/ Obsessive Thinking Balsam Room	Interpersonal Effectiveness Skills Balsam Room	Mind, Body, Spirit Art Room	Taking It Home Balsam Room
3:30-4:00	Review of the Day/ Evening Planning Oak Room	Review of the Day Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room

Four Winds Saratoga
IOP Sample Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
11:45-12:15	IOP Goal Planning Maple Room	IOP Goal Planning Maple Room	IOP Goal Planning Maple Room	IOP Goal Planning Maple Room	IOP Goal Planning Maple Room
12:15-1:15	Addictive Disorder Education Balsam Room	IOP Psychotherapy Maple Room	Community Mtg. Oak Room	IOP Psychotherapy Maple Room	Art Therapy Art Room
	Healthy Lifestyles Oak Room	DBT Orientation Balsam Room		Steps to Recovery Oak Room	Vocational Group Oak Room
		Art Therapy Art Room		DBT Orientation Balsam Room	
				Leisure Skills Craft Room	
1:30-2:15	Emotional Regulation Oak Room	Distress Tolerance Oak Room	Interpersonal Effectiveness Oak Room	Mindfulness Oak Room	Family Issues Balsam Room
	Emotional Regulation Balsam Room	Distress Tolerance Balsam Room	Interpersonal Effectiveness Balsam Room	Mindfulness Balsam Room	Family Issues Oak Room
				Coping with Trauma Maple **1:30-2:30**	
2:30-3:30	Emotional Regulation Skills Oak Room	Distress Tolerance Skills Oak Room	Interpersonal Effectiveness Skills Oak Room	Mindfulness Skills Balsam Room	Taking It Home Oak Room
	Emotional Regulation Skills Balsam Room	Skills for Anxiety/ Obsessive Thinking Balsam Room	Interpersonal Effectiveness Skills Balsam Room	Mind, Body, Spirit Art Therapy Room	Taking It Home Balsam Room
3:30-4:00	Review of the Day/ Evening Planning Oak Room	Review of the Day Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room	Review of the Day/ Evening Planning Oak Room