

SERVICE CHARTER

THERAPEUTIC-REABILITATORY RESIDENTIAL STRUCTURE

PER THE PATHOLOGICAL DESIGNS

L'ARCOBALENO ASSOCIATION

Montotto Second Communal Street (Via Montotto II) – 63900 Fermo (FM)

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1. THE SPIRIT PRINCE

Its inspiring principle is the ethical and methodological cornice that guides the and practice professional service, the of organizationinternal relations ofthe Community. It finds concrete applications in interventional projects, in everyday life and in decision-making processes, and presents a constructive reference for operator, caregiver, family and invited service.

Uguaglianza

All services required by the Community if founded on the principle of human dignity. Access toand from interventions without discrimination based on ethnic or cultural origin, language, gender, religious orientation, political opinion, psychophysical condition or socio-economic status Such principle guides the organizationof service, daily practice and the relationships we form within theCommunity.

Impartiality

The Community operates as a second criterion of fairness, transparency and accountability, guaranteeing fair and non-arbitrary treatment. Clinical and organizational decisions must be made on the basis of motivating and conditioning values, with respect to the individual and the consequences involved.

Continuation dell 'intervention

The Community guarantees the continuity of therapeutic-rehabilitation research through a stableand integrated intervention organization, in line with the available resources and institutional success. In case of criticism or modification of the service, I will try to return to the content and preserve the coherence of the intraprisoner.

Directly from the cell

With respect to current regulations and their own organizational possibilities, the Community recognizes and upholds the right of individuals to actively participate in the selection process. Such a principle if translated into flexible solutions and conditions, in dialogue with the invited service and with the enjoyment of the territory.

Participation

La Comunità promotes the active participation of the caregiver, the family member and the service involved, recognizing the value of the dialogic process in the development of the healing process. Sono guarantees clear, accessible and transparent information; the person has the right to access the information as a guardian, to maintain the service, to make the claim or to contribute, across the board, to the improvement of the service.

Efficiency and effectiveness

These interventions are planned and implemented with the aim of connecting attention to the person, organizational sustainability and quality of clinical work. Effectiveness is defined as the ability to generate meaningful change and conditions that do not affect a person's life. The Community invests in continuous training and staff training as essential conditions to maintain high standards of intervention.

Honest and responsible to professional

The operator shall respect the laws, regulations and principles expressed in this Charter.

Professional conduct is based on responsibility, correctness and integrity, excluding any form of inappropriate admiration or unethical behavior that has nothing to do with the person being treated, the family or the service.

Guardianship of the reservation

The Community guarantees the protection of the personal data and the protection of the person taken, in accordance with the applicable laws. In the event that images, photographs or audiovisual materials may be used exclusively for educational and cultural purposes, prior informed consent. All operating systems are linked to professional secrets.

Professionalism

The Community provides a qualified intervention, based on its specific professional competence and its constant attention to the relational dimension. Professionalism is defined as the ability to integrate theoretical knowledge, reflexivity and responsibility into everyday work.

Supervision

The person who participates regularly in the work of qualified supervision, because the space of reflection informs his/her practice, his/her relationship dynamics and his/her professional relationship. Supervision constitutes a central device for the quality of the ' intervention and for the guardianship of the person involved.

Appreciation and claim

The Community recognizes the value of feedback from caring, familiar, inviting service and guardianship associations. Appreciations, signals and claims are accommodated as occasions for continuous escort and improvement and are arrived at in a responsible and transparent manner.

2. COMMUNITY OF THE CAPODARCO OF FERMO

The Comunità di Capodarco di Fermo, where the 'Associazione L' Arcobaleno stands, is a non-profit association composed of local communities endowed with organizational autonomy and a general community based in Capodarco di Fermo, in the historic village where the first community experience originated in Such belonging places the ' Arcobaleno All 'Association within a cultural and social tradition that assumes the community as a **device for individual and collective transformation** , explicitly guiding the educational, therapeutic and organizational practice of service.

At the heart of the project of the Community of Capodarco is a process of personal and social emancipation revolting around individuals and groups living in conditions of marginalization or guardianship. The Community takes an explicit position in favor of those experiencing exclusion, operating to ensure that the person is able to take responsibility for their own rights and opportunities and to take action in their own process of change.

This guidance is founded on some assumptions:

- the difference between a pious or merely assistive approach, in favor of the practice of recognizing the person as competent and responsible;
- one style based on soft conditions and real co-involvement with the story of life, avoiding distant or exclusively borrowed relationships;
- the territoriality of the intervention, in terms of openness and integration with the social and institutional contexts of the referral;
- everyday life as a generative space, in which common life, activity and labor become an opportunity for growth, learning and progressive emancipation.

The Community of Capodarco pursues, in particular, the following objective:

- promote the overall self-sufficiency of the person, with priority attention to children and experiences of marginalization or exclusion;
- contribute to the achievement of physical and mental health and personal well-being, with respect to culture, values and creative joy;

- favor forms of active and responsible participation in social life, contrasting other forms of marginalization.

The Comunità di Capodarco, if configured as **a place of encounter, confrontation and correspondence**, in which individuals and groups of different cultural orientations form an ethically and socially impure common, finds concrete expressions of no service and no study of harmony and healing.

3. THERAPEUTICO-RIABILITATIVE RESIDENTIAL STRUCTURE PER THE PATHOLOGICAL DEPENDENCE “ASSOCIAZIONE L 'ARCOBALENO” .

The therapeutic-rehabilitative residential structure “Associazione L 'Arcobaleno” is located within the mature historical and cultural experience of the Community of Capodarco, assuming fundamental values and declining in specific work with pathological dependence. The intervention is aimed at the recognition of the dignity of the individual, without discrimination or hierarchy of values, and the valuing of individual identity within a story and a memory.

Belonging in the community dimension is not intended as mere formal attachment, but as **a therapeutic and pedagogical device** which on the relational experience and daily life are based. In this prospective quest, the accompanying person is not considered a simple recipient of the benefit, but a messenger of a story and a project of the life. Educational and therapeutic work is aimed at sustaining processes of identity reworking, assumption of responsibility and openness to the future, with respect to the normative and institutional cornerstones of referral.

The Structure offers a **residential service of clinical care, treatment and rehabilitation** to persons with pathological dependencies, including behavioral dependencies, and also to persons undergoing alternative detention, for which the community response is appropriate. These interventions are aimed at favoring a process of sustainable change, taking into account the personal, relational and social dimensions of dependence.

The Structure's activity is in **direct collaboration with invited services**, in particular with the Pathological Dependency Service, which facilitates the definition, monitoring and redefinition of the therapeutic-rehabilitation and social rehabilitation project. Such consistent work is aimed at ensuring continuity, appropriateness of intervention and progressive development of personal autonomy.

For these individuals, a **personalized therapeutic-rehabilitative and socio-educational project is defined**, based on a process of clinical observation, diagnostic in-depth and multidimensional assessment of the body. The project is infinite as a dynamic device, capable of redefining the course of the course, in dialogue with the person and with the service involved.

The proposed activity includes clinical colloquia and diagnostic evaluations, as well as using psychodiagnostic terms when necessary; individual therapeutic courses; psycho-educational group and intervention activities; cultural, expressive and socio-recreational laboratories; intervened with guidance, comfort and accompaniment towards the modern social and territorial contest. The first intervention is aimed at avoiding a framing of the cure, privileging a comprehensive and integrated reading of the person.

attention is given to the co -**involvement of the family nucleus and the significant figure**, with the aim of exploring the relational dynamics and significance attributed to the dependence on the family life cycle, with the aim of encouraging and sustaining functional relational laughter per course.

4. COME ACCESS

L 'access there Struttura avvia mainly its invio dei Servizi per le Dipendenze Patologiche. The richest comes with accolades and value from the Structure Responsible, in accordance with the quipe

In the case of the brief of the part of a public service for the Pathological Department, the right is to the 'Public Body of the referral. In addition to private access, prior submission of appropriate clinical documentation attesting to the presence of a pathologic dependency is required ; in tali almost the right is to the person interested.

The richness of the ingress comes initially from the responsabile of the 'accoglienza, which provides me with a prime knowledgeable colloquium. Following a first valuation, a second colloquium is scheduled and the situation is condivisa in order to valuation the eventual entry into Structure. I checked in, agreed, arrived scheduled from Monday to Thursday .

The list includes the costs of therapeutic-rehabilitative treatment, including food, accommodation and transportation, and all activities intended by the project. The method of payment, as provided, shall be defined at the time of entry and formalization of the therapeutic contract and administrative documentation.

5. SERVICE OFFERS

The residential therapeutic community “Associazione L 'Arcobaleno” has **14 beds** and offers a service of **accommodation, treatment and support to the social reintegration** of adults with pathological dependence. The service is directed to persons with psychiatric substance dependence, including the New Psychosocial Substance (NPS), to persons with behavioral dependence and generally to alternative measures of detention, where the community response is appropriate.

The core of the intervention if its **foundation consists of a personalized therapeutic-rehabilitation project** , developed in collaboration with the person involved and, when appropriate, with the service provider. The project has the story of personal stories, available resources, emergent experiences and life contests, all 'within a structured relational and community cornice.

The primary therapeutic a offer to is service the of objective and educational space in which the person can **rework the experience of dependence** , stimulate cognitive and relational laughter and explore new possibilities of meaning and meaning in daily life, favoring the process of greater autonomy and responsibility.

Area of intervention and performance

The therapeutic-rehabilitative program if articulated in **due main ambiti** , strettamente interconnessi:

the 'therapeutic ambit the 'socio- educational ambit

Therapeutic scope

It includes clinical and psychotherapeutic interventions culminating in an understanding of emotional experiences, emotional regulation and a re-elaboration of the meanings attributed to all 'experiences of dependence:

- Individual psychotherapy
- Individual psychotherapy with EMDR protocol, when indicated
- Group psychotherapy
- Emotive exploration and regulation therapeutic groups
- Individual clinical colloquy
- Family psychotherapy

- Practice mindfulness, orient yourself to both bodily and emotive consciousness

Socio-educational scope

It includes interventions oriented towards the development of personal, relationship and social competencies and progressive assessment and challenges of everyday life in the Community:

- Learning to develop personal and social competencies (life skills)
- Attività di guidance and accompaniment all 'lavorative inseriment
- Scholastic and formative recovery activities
- Sports activities
- Occupational therapy and laboratory activity
- Experience volunteering
- Experimental experience and gradual reopening to the external social context

Activity of comfort, accompaniment and continuity

- Orientation and counseling talk
- Individual support talks
- Aftercare group for post-discharge therapeutic continuity

The secondpart of the intervention is planned and monitored in a multidisciplinary manner , in relation to the field service, in order to ensure coherence, continuity and appropriateness of the therapeutic-rehabilitation course.

Mensa service/storage

The Structure guarantees an adequateand balanced diet, providing for menu adjustments and, when necessary, personalized diets in the presence of allergies, intolerances, celiac disease or other specific dietary requirements, including in case of motivated religious or ethical requirements; ove opportuno, the predisposition may avvalersi in the service of the saint.

Accompaniment and transportation service

During the stay the Community organizes and guarantees, clean water and/or care for the injured, the necessary accompaniment for specialist visits, assessment, control and other healthy nature planned for the therapeutic-rehabilitation course, as well as the recreational and experiential environment programme.

These postings are in accordance with the individual project and the intended authorization; eventuali richieste non connesse to the course or non programme vengono valutate case by case.

6. ORARI OF FUNCTION

The Community guarantees a residential service from 24 hours to 24 hours, 7 days to 7 hours .

7. FAMILY VISITING

You are scheduled to visit the relative and the person referred, to agree in advance with the referent and to arrange telephone contact.

È inoltre planned a meeting of the group with and familiar with mensile cadenza.

8. CONTACT OF THE STRUCTURE

Responsible for the Structure: Africani Elia – 388 7835027

Clinical Referent: Dr.ssa Volponi Giulia – 340 6816529

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Website: www.comunitadicapodarcofermo.it

9. END OF SERVICE

The purpose of the Therapeutic Community “Associazione L 'Arcobaleno” is to offer a residential response structured in healing, treatment and rehabilitation, aimed at sustaining the process of conscious change in people with pathological dependence. The intervention does not end at the normalization of behavior ,but rather at the cost of the person, in a course of greater consciousness , his own story and the significance of his experience of dependence.

The community learning, if configured as a significant phase of the person's life journey, is not intended as a rigid cessation between a “prime” and a “dopo”, but as a space-time of personal, relational and social reorganization. The aim is to promote the acquisition and empowerment of personal, relational and social competences that enable individuals to orient themselves in a more autonomous and responsible manner in their own life skills and to create, over time, a memorable quality of life.

The therapeutic-rehabilitation project is conceived as an individualizing and negotiating process, based solely on suggestive stories, insights and emergent insights. The personalization of the study responds to the need to recognize the uniqueness of the study in the sense and modality with which each person attributes meaning to his or her own experience, avoiding standardizing or merely adaptive interventions.

The residential response comes in use as a therapeutic and educational device that, across daily life, facilitates activity and relationships, values autonomy, encourages assumption of responsibility and sustains personal capacity. Entry into the community has its basis in a project-oriented approach, built in dialogue with the person and his or her inviting services, within an environment intentionally oriented toward the building of meaningful and meaningful relationships.

The Structure offers an integrated therapeutic, pedagogical and, when indicated, pharmacological intervention for persons with pathological dependencies, including new forms of psychoactive substance use (PSD), behavioral dependencies and alternative treatment for detention. The purpose of community intervention is to create favorable conditions for the process of sustainable change, sustaining the transition from situations of suffering and rigidity to more flexible and generative modes of functioning.

Characteristics of the 'intervention

- **Integrated and contested approach** : the intervention considers the personal, relationship, family and social dimensions as interdependent, avoiding reductive lettering of dependence.
- **Elevating the personalization of the course** : in projects that cost and ride time in terms of characteristics, resources and personality traits.
- **In-depth work with innovative services** : the course is conducted and cross-check monitoring is carried out with referral services, with respect to institutional rules, in order to ensure continuity, coherence and appropriateness of the intervention

10. PHILOSOPHY FROM THE THERAPEUTIC COMMUNITY

The Therapeutic Community "Associazione L 'Arcobaleno" bases its own intervention on a reading of the use of sustainability as an intellectual practice, orienting itself toward specific mental and physical states and responding to suggestive, relational and symbolic thoughts. In this prospective sense, dependence does not come down to a mere biochemical or behavioral phenomenon, but is comprised of experience inscribed in systems of sense, meaning and cultural belonging.

Therapeutic work, if it takes place in the structure of individual colloquia, groups and in the daily routine of community life, is often a therapeutic and educational device. Beyond the clinical confrontation, group work, co-diverse activity and daily life, the person is accompanied to put into words and rework their own experiences of using support, emotional expressions and bodies with this knowledge and meaningful relationships. These interventions are oriented to both the development of consciousness, to emotive regulation, to the 'assumption of responsibility and to the development of alternative life modalities and to the use of support.

The understanding of the contemporary form of dependence requires explicit attention to the social, cultural and anthropological changes that have characterized the last decade. The new mode of consumption, the transformation of social legacy and the change in costly identity models are impressively supported by a non-stereotypical reading of the term "new Tossicoma", orienting the intervention towards a greater complexity and contesting of the study of medicine.

In many stories of dependence, the use of sustainability becomes an organizing principle of the esistenziale project, contributing to redefining the identity and world view of the person. Identity comes into being not as a stable or intrinsic trait, but as a dynamic process, continuously negotiated over time and space across relationships, and contesting belonging and meaningful conditions .It takes the form of dialogue with the other and has no social or cultural context of reference.

From this point of view, the Community sets itself as an objective to sustain the production of biography and identity, not exclusively the use of support. Community work fosters the exploration of alternative and generative experiences, accompanied by the person in the reworking of his or her own life narrative and in the opening to new possibilities of meaning and meaning. In this process, the co-involvement of relevant social attorneys and the confrontation between many different cost-effective viewpoints are central elements of the course.

The relationship as conceived is a therapeutic relationship founded on intervention which in space, reciprocal and dialogic the operator's awareness is also part of the process. The relationship is not unfair in a unidirectional or corrective sense, but I hope it sustains the creation of an alliance based on fiduciary, continuity and the possibility of achieving a sufficiently secure and affirmative conclusion.

and educational activity focuses on the different dimensions of rigidity or suspicion of dependence, in particular the relationship with time, with the body and with the other. Beyond the community life and practice that facilitates it, the work aims to render habitable the relational and social space that allows the person to imagine and create prospects for the future.

11. DESTINATION

The therapeutic-rehabilitation residential structure "Associazione L'Arcobaleno" can accommodate 14 adults of male sex, between the ages of 18 and 30, who have problems with all substance abuse and/or alcohol use, including dependence behaviorally (ad es. gioco d'azzardo, problematic use of the internet). There is no other way to accommodate a person in custody as an alternative to detention, for which the community-based course has indicated results as a response to treatment and residential reorientation.

If the Service affects a person who presents a level of personal and social functioning compatible with a medium-intensity residential intervention, for which non-dependent dependence determines a serious and irreversible impairment of basic relational, social and autonomy competence. These indications remind me that, while going through a situation of suffering and equilibrium, I must maintain personal and relational joy sufficient to sustain a therapeutic work based on community life, active participation and responsibility.

The Therapeutic -Rehabilitation Community for Adults with Pathological Dependencies of the Community in Capodarco di Fermo is approved by the National Health Service and authorized by the Marche Region to conduct this exercise for a total of 14 weeks.

Accommodation is not provided for persons who, due to high risk, clinical compromise or lack of self-sufficiency, necessitating high-intensity health care or containment, or in situations resulting in incompatibility with the safety and functioning of community life.

12. LIST D'ATTESA

The Structure maintains a rich record of access, distinctly by regional and extra-regional territory, where I have come to annotate all the richness for new insertions. In case the richest number is available in the post, please refer to the definition of an attachment list.

priority criteria according to the list of attachments are transparent and conditional, including:

- chronological order of arrival of the richest;
- territory of origin;
- presence of alternative measures of detention (eg ordinance of the Court);
- compatibility of the individual psycho-social profile with community life and with the resident hospital group;
- availability of the service inviting collaboration in the definition and monitoring of the therapeutic project.

with the person and the invited service, guaranteeing transparency and the possibility of reviewing the position on the list, as a second principle of fairness and compatibility with the individual therapeutic course.

13. THERAPEUTIC CONTRACT

s attachment to the community care and requires a collaborative relationship between the patient and the patient. Upon arrival, the person is clearly informed about the objectives of the project, the methodology adopted, the organization of community life and the rules governing it.

The main rules of the Community include, among others:

- prevention of drug and alcohol use
- ;- violation of physical or verbal violence and aggressive behavior towards others;
- respect for personality and collectivity and promote the prestige of the community.

Violations of the rules are not dealt with punitively, but as an opportunity for reflection, confrontation and review of the individual project, in collaboration with the individual. The person has the right to participate in mediation and propose alternative solutions.

The signing of the contract certifies that the vision of the regulation is 'impossible to actively participate in the project, without prejudice to the willingness to stay and the possibility of negotiating the project stage.

14. DIRECTIONS AND DOVERS OF PERSONS ACCOLTE

Directly

- Live in an environment tutelage and freedom from the use of support , with it support therapeutic , educational and relational of the Community.
- Receiver assistance and cure without any form of discrimination , in relationship ethnic or cultural origin , nationality , language, gender , orientation sessuale , religious fellowship , opinion politician , precedent good condition or condition social
- Essere respectful in its own dignity , integrity , health, security and protection , in every phase of the course .
- Essere accolte in a non -giudican contest , fondato escorting soul , respectful soul and soul value of soggettività
- Conoscere wall orientation teorici , gli approcci and methodology che sustain the project therapeutic-rehabilitative .
- Essere inform yourself in a clear and complete manner sul regulation internal , sulle rule of community life , sulle eventual consequence violations and sulle possibility of project revision
- Please participate attively to the own percorso , receiving information aggiornate sull'andament of the project therapeutic and powerful to sprinkle preservation , bisogni and richest
- Maintain rapporti with i familiar with the person referred to , second modality agree with the team and coherent with the project individuale .
- Access the own denaro and ai beni personali , second modality condition and finalize yourself under the tutelage of the course therapeutic .
- Otherwise we will take care of the reservation dei formerly personal and sanitary , with respect to regulations current
- Receive cure mediche and assistance specialist , qualora necessary , too across il connection with i service sanitary of the territory
- Riches , desire , religious assistance , with respect to one's own faith and possibility organizzative of the Structure
- Available in an alloggio and space communication adequate , secure , curate and comply with all applicable regulations , too across it I contribute responsabile other community life

- Benefit from a meal adeguata , with possibility of adjustment in case of intolerance , allergy , pregnancy diet or religious motivation .
- Access assistance intervention social , guidance and comfort , in relation to us personal and project
- Consult the own poster clinic and documentation personal , second and modal intended the wall regulations and in accordance with the team , with respect to time and procedure stability
- Received , at the time of resignation , the health and socio-health documentation of the competence , not completed planned the wall normative current
- Interrupt the program therapeutic its voluntary basis , with respect to the prescribed procedure , responsibility consult and from the communications at the Service you invite , when presenti

Doveri/Regulation

- Agree with the team the management of the money and the eventuali skills of value , qualora ciò sia ritenuto utile there guardianship of the percorso therapeutic and security staff
- Utilizzare telephone , notebook and second - modal communication tools condivise nel project individual , well sustain the course therapeutic and the quality of community life
- Respectful wall spazi as a regole community of Structure , including the possibility of smoking exclusively nelle aree esterne consentite .
- Maintain a demeanor respectful and responsible have confrontation of altri hospital , of the staff and of the person che access to the Community.
- Avere healing dei beni personally and degree of space communi , collaborating there manages daily community life and assuming , if necessary , the eventual responsibility dance arrecati
- Participate in the daily life of the community, with respect to time and activity intended , eat part integral of the percouse therapeutic .
- Share with the team eventually which has gone particolari relative to other correspondence , agli effecti personali or there privacy, posted possano essere valutate with respect to the project individual and valid normative .
- Accept eventually verify it cliniche or tossicologiche , exclusively intended by the project therapeutic and motivating of the need for guardianship and monitoring of the child .

- Respectful i confinite organizational structure , incl wall spazi riservati al staffe , except specifiche authorization
- Comunicare all'equipe eventually difficulty or the willingness to interrupt the course , consapevole che the uscita from the Community comes transverse una resignation procedure agrees and documents
- Occupancy of the recovery dei propri beni personali at the end of the course , with it supporto dell'équipe is necessary
- Accept eventually redefinition of the contesto di cura, incluse propose the transfer into altre strutture , exclusively per motivi therapeutic and previous confrontation
- Non allontanarsi dalla Comunità senza agreement with the team , except how diversely intended by the project individuale .

Everything is thought of as the protection, security and support of the therapeutic course; it is eventually difficult to deal with mediation, supervision and review of the course.

The Bylaws of the Community are reported in Appendix, are an integral part of this Service Letter and illustrate the beginning of 'entry and footnotes at the time of signing the therapeutic contract.

15. DAM IN CARICO

The prey in the structure is intended as a process of therapeutic-rehabilitative and socio-educational support that involves the person attached to the patient and, where possible, significant support (family and other relevant figures). If the intervention is based on a non-reductionistic reading of dependence: beyond the individual dimension, it comes into consideration of the relational, social and institutional contexts within which the experience of dependence takes shape and meaning.

Provenance from the richiesta

- su invitation from the Territorial Service for the Dependency Pathologiche (Inviting Service) , within the scope of the Programme Therapeutic Individualization (PTI) gave formulation or in via the definition ;

- su iniziativa diretta dalla persona (accesso privato), con documentazione presentata al centro di idoneità e incoraggiamento della relazione con il Servizio Territoriale competente , quando applicabile .

Repeat the currency and mission

- Colloquio / i preliminare / i di conoscenza e guida
- Giornata Struttura Knowledge Program (quando utile) .
- Parte di valutazione di compatibilità del team (in dialogo con la persona e con il Servizio invitante) .
- Decisione delle condizioni di ingresso e definizione di accordi iniziali .

Le attività sono subordinate al consenso informato: la persona viene pienamente informata sui suoi obiettivi, le modalità dell'intervento, i suoi obiettivi clinici/educativi e le regole della vita comunitaria.

La Struttura garantisce il principio di accesso volontario e permanenza, con rispetto delle regole e sicurezza della situazione.

Clinical documentation and guardianship of the reservation

Per ogni persona viene predisposto un fascicolo personale (anche informatizzato), contenente:

- dati anagrafici e documentazione amministrativa essenziale; - dati clinici e documentazione socio-sanitaria (inclusi eventuali precedenti percorsi);
- PTI e/o progetto terapeutico-risabilitativo e socio-educativo elaborato in collaborazione con il servizio invitante;
- eventuali strumentazioni/utilità test e restituzione; - dati clinici e annotazioni educative e monitoraggio del team;
- contratto terapeutico, regolamenti interni e documentazione sulla privacy.

La documentazione è conservata in sicurezza e in conformità con le regolamenti applicabili, con particolare attenzione alla conservazione e tracciabilità delle informazioni.

It is quipe and integration of interventions

Queste attività sono svolte in modo multidisciplinare , coordinate dal Responsabile della Struttura, che collabora con il Responsabile del Programma e il suo servizio territoriale. Integrare

clinical, psychotherapeutic , educational and organizational competencies. The presence of the consenting psychiatrist, when indicated, an evaluation and monitoring of the pharmacological treatment in accordance with the compulsive project and in dialogue with the inviting service.

15.1 THERAPEUTIC-RIABILITATIVE AND SOCIO-EDUCATIONAL PROGETTO ELABORAZION

His project is personalised, dynamic and co-built with a supportive person, and inviting service (when present). It is not a “one turn for the whole ” document : monitoring and definition comes with the course of the course.

The project:

- definition of objectives, indicative time, structure and responsibility to , with periodic verification criteria;
- integrates therapeutic, educational and rehabilitative dimensions (and pharmacological when indicated);
- values laughter and competence, individuating also the conditions and continuity of the course;
- protect the rights of the person, preventing any form of physical, psychological or moral coercion and promoting conscientious participation.

Participation in community life

The Community promotes the active participation of the person in daily life (competition, progressive responsibility , physical therapy, internal activity), as an educational and relational device. The co-management comes with accompaniment and supervision of the child , within the confines of security and guardianship.

16. HE WORKED WITH THE FAMILY AND THE SIGNIFICANT PERSON

Working with the family is an integral part of the course, whenever possible and appropriate. The Structure considers others, emphasizing acquaintances, the significant person, intending with this expression a figure relevant to the person's life (eg partner, referral friend, non-familiar caregiver, educational figure or stable support), when the person desires and when it is clinically useful.

Finally at

- to cost una understanding più ampia dei replied relationally and daily significati other attributes dependence ;
- sustain modality communicative più dental funzionali polarize ;
- attivare resources of support coherent with the project individual ;
- to prevent ricadute relationally and favorably continuity between “ within ” and “ outside ” the Community.

Modality

- colloquy preliminary (ove possible) già nelle phase initially , as a place for escort and orientation reciprocal ;
- incontri dedicated during il percorso , collegati agli obiettivi of the project individual ;
- groups family with menstrual style , with space and condition , facility dall's equipment

The co-involvement of the acquaintance and the significant person has the respect of the willingness of the accompanying person, the reserve and the clinical cornice.

17. INTERNAL ORGANIZATIONAL ASSET

The structure adopts an organizationthat clearly distinguishes itself from the strategic-directional, clinical-programmatic and organizational-operational levels, in order to ensure methodological consistency, managerial continuity and quality of interventions.

The work organization is based on the functioning of a multidisciplinaryteam that operates in an integrated manner through periodic meetings, structural confrontation and supervision mechanisms, ensuring the continuity of the therapeutic project and the division of responsibilities.

The structure guarantees the presence of qualified personnel in adequate numbers to the standards provided for in the current regulations, as well as continuous training and professional development in accordance with the service expectations.

17.1 Ruoli and funzioni

Structure Responsible: Has comprehensive service responsibility . Coordinates the organization , staff and relationships with public and private entities, ensures respect for current regulations and the quality of the therapeutic-rehabilitation project.

Program Responsible: Coordinates and supervises individualized therapeutic and educational programs . Leads the multidisciplinary team , admissions and dismissals, maintains and communicates with the Inviting and Family Services and monitors progress.

Organizational Responsible: Manages the daily activities of the Community , coordinating educational and logistical-organizational activities . It guarantees respect for community regulations and the proper functioning of the operational activity .

Psychotherapist: Conducts individual and group psychotherapeutic sessions. Attend all meetings and collaborate on clinical evaluation and individualproject development .

Psychiatrist: Effect of psychiatric valuation and eventual supervision of pharmacological treatment, in relation to the type and service provided.

Educatori Professionali: Accompanying the person in daily life with no socio-educational background Currently in Individualized Educational Programs that promote the development of autonomy and relational competence.

Operatori Sociali: Support educational , recreative and occupational therapy activities , working with other educational institutions .

Senior Team Supervisor : An independent figure who conducts periodic supervision to sustain clinical work, team flexibility and quality of professional relationships.

Collaborative and consultative services: Co-professionals involved for specific interventions, based on the service and the person involved.

Volunteer: Collaborative, present, attivit to della Community in second modality to definite and supervisory dall ' e quipe

Administrative Imperial: Manages the economic, financial and administrative aspects of the Structure, ensuring transparency and proper use of resources.

17.2 Organizational Chart

17.3 Organic Pian

Structural Manager - Doctor of Science and Psychological Technology - (24 hours a day)

Program Responsible - Psychologist/Psychotherapist - (38h per month)

Organizational Responsabile - Psychologist - (38 hours ago)

Psychotherapist - (6pm)

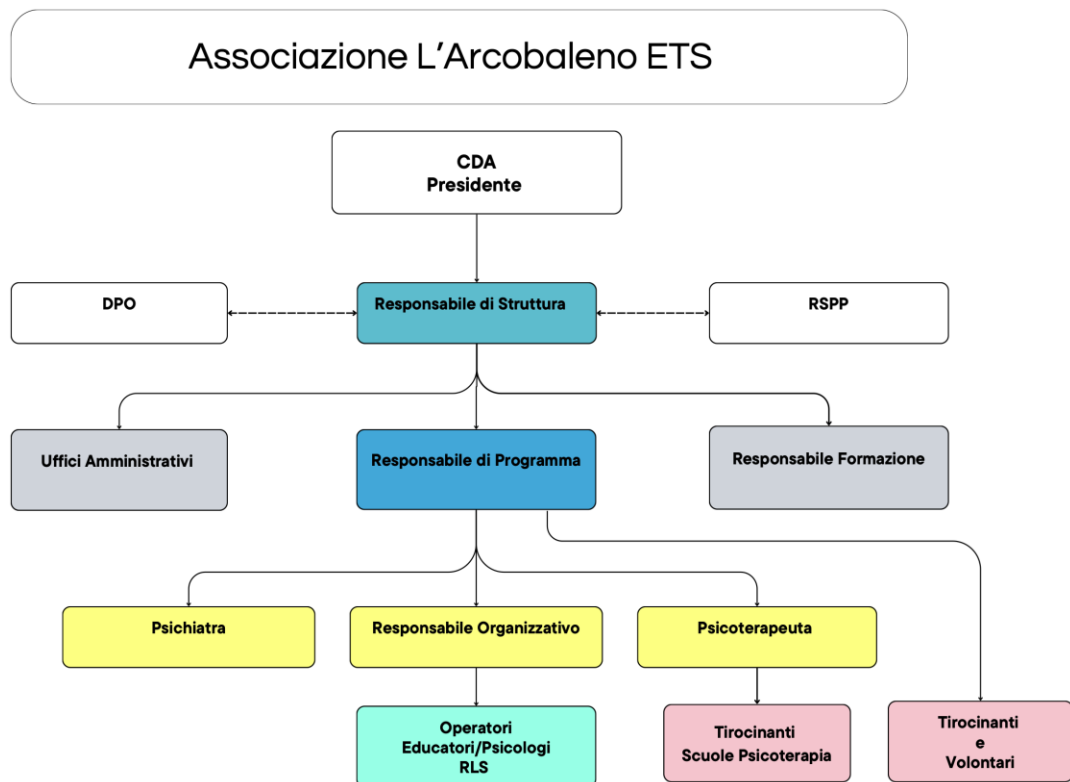
Psychiatrist - (2 hours ago)

Educatore 1 - (38 hours ago)

Educatore 2 - (30h set)

Educatore 3 - (28h hours ago)

Educatore 4 - (8pm pm)



17.4 Function Grammar

Responsible for Structure : appointed by the CdA, takes the organizational direction of the Community and complies with the rules, methodology and programming of the service. Manages resources and budget, coordinates personnel (turnover, trade shows/institutions, facilities and training) and heads quality and safety (procedures, SSL, food safety/HACCP, privacy, accreditation), maintaining institutional and territorial reporting.

Responsibility for the Programme : appointment of the Structure Manager with confirmation of the CdA; operates its delegate and is part of it quipe educational . Define/distribute PI/PEI, ascertain program and monitor applicationand study; coordinates the multidisciplinary team and supervises clinical-educational documentation and quality modularity at . It manages all aspects of the course (entry/resignation list ,contracts/consent, privacy) and communication with the service/invited and family services, including relationships and management information (eg GISSS).

Organizational Responsible : supports the Program Responsible and coordinates the daily activities of the Community (activities , laboratory , facilities, socializing), ensuring the implementationof the regulations and the management of critical to operational. Logistical and resource management (headquarters budget, acquisition/rencontazioni, household funds and administrative management of the existing staff denaro), ordinary maintenance/space security and data collection per internal report.

The Community Educator/Operator : supports the person in daily care during the course, also acts as referral operator, monitoring progress/ difficulties and reporting to them . Conducts educational colloquia, laboratory /group activities , accompanies thestudy of the main programming and management intervention/development record (GISSS). Monitor its regulations, routines and security and apply procedures and guidelines intended by the PEI.

Psychotherapist : effects individual colloquy and conducts group psychology/psychotherapy secondary objectives with the same person . Coordinates, Program Responsible processes, relevant clinical elements and participates in performance monitoring, recording the activity in management system (GISSS).

Psychiatrist : selects psychiatric assessments (intake and outpatient) for almost complete and contributes to the definition/assessment of the individual therapeutic project. It implements and monitors pharmacological therapy (efficacy, tolerability , adherence) and supports it in the management of situations involving the patient , with its management registry (GISSS).

Administrative action : cures economic-financial management (operational planning, analytical accounting , periodic consulting), acquisition and payment/disbursement, preventive research and cost control. It prepares the balance sheet and supports the Board and CdA in monitoring economic progress.

17.5 Assicurative Coperture

The Structure is entitled to Third Party Civil Liability (RCT) and Employee Civil Liability (RCO), with a maximum bet of € 1,000,000 , 00 in custody of the illegal activity and persons present in the Structure; it is otherwise attributed to an unfortunate policy in favor of the person accused and operator's degree, second warranty, limits and contractual conditions.

Complete policy lists (Company, validity period , policy number, size and main conditions) are available for press consultation at the Directorate/Secretary

18. INTERMEDIATE CHECK

The progress of theTherapeutic-Rehabilitative and Socio-Educational Project is subject to periodic structured verification, carried out in collaboration with the inviting Pathological Dependency Service.

It now verifies the purpose of monitoring the evolutionof the patient, assessing the definition of objectives and, if necessary, redefining the time, language and modality of intervention, in accordance with the emerging needs of the person concerned.

The intermediate check documents the relationship between the organization and the moment of formal confrontation with the invited service, with respect to institutional roles and responsibilities in the management of the therapeutic project.

Within the Structure of meetings regular ,the multidisciplinary team are planned , during which individual professionals provide clinical, educational and organizational supervision, analyze criticism and monitor the progressof individual studies. The meeting also constitutes a central instrument in the integration of interventions and in guaranteeing the continuity, coherence and quality of the comprehensive therapeutic project.

19. MODALIT TO DISCLOSE VALUATION AND VERIFY DEGREE OF INTERVENTION

The intervention is an integral part of the therapeutic-rehabilitation course and continuously accompanies the intern's stay in the community , continuing, when intended, in the next phase until discharge.

The verification of the progress of the individual project follows:

- itinerant clinical and educational monitoring;
- all internal 'confrontation of team meetings ;
- verifiche periodiche condivise with the inviting Servizio, when present.

The assessment contains qualitative and quantitative indicators regarding the objectives of the therapeutic-rehabilitation and socio-educational project , which are documented in the person's personal card.

At the end of the residential program a monetary follow-up period is scheduled, usually within three months from the Community , finalized to observe:

- the 'movement of social reinseriment;
- the tenure of change and of change;
- I 'eventually needs to be intervened the support o continues to.

The follow-up allowed discussions to verify the use of observation languages and structural questions related to the individual project.

During the transition phase from the Community to the Eastern response, an educational effort on the part of the referral operator, with functions of support, guidance and monitoring, can be encouraged, taking into account the complexity and delicacy of this transition.

When clinically appropriate and with the consensus of the individual, the family nucleus or significant figure may be involved in the follow-up phase, beyond the self-valuation statement or dedicated content, to summarize the useful elements of the course s'progress in the life response quotidian.

20. MODALITY OF DISMISSAL

The duration of the therapeutic-rehabilitation program is defined in accordance with the service provided and with the person accompanying. The course is a long-term indicative comprehensive over 6 to 18 months, modulated according to individual behaviors, the person's laughter and the progress of the therapeutic-rehabilitation project. In almost specific, properly motivated and conditioned, the stay can be this fine to a massive 24 months.

In order to prevent the process of recurrence, at least one month before the end of the agreed period, the Structure and Service for the Pathological Dependence shall effect a consistent verification of the condition of the patient. This verification is finalized to:

- valuation of the expected objective ratio;
- define the modalities for dismissal;
- programming eventually intervenes in continuity to or successive accompaniment.

Where the necessity for a prosecution of the treatment arises, the duration of the course shall be determined by prior agreement of the party and with the informed consent of the person concerned.

Possible future resignations:

- at the end of the concordat program;
- in anticipated form, per decision condivisa tra person, é quipe e Servizio inviante;
- its voluntary richness of the person;
- per incompatibility with it community response or per criticism to clinic che richiedano a diverse setting of intervention.

The anticipated interruption of the course comes temporarily communicated to the inviting Service and the second gesture of the definite internal procedure is carried out by the Directorate of the Structure, guaranteeing traceability , decisional courage and guardianship of the accompanying person.

Discontinuation and continuation of the course (Aftercare)

The subsequent phase of leaving a residential therapeutic community represents a delicate passage, as it transitions from a high- intensity struggle to healing to a greater exposure to the dynamics of everyday life and the struggles of belonging.

To ensure continuity of the therapeutic course and sustain the maintenance of positive change, the Community provides for the possibility of undertaking an Aftercare course , aimed at preventing recovery and consolidating the personal, relationship and social skills developed during the stay in Structure.

Aftercare course is configured as a continuous structured therapeutic intervention , defined in accordance with the individual project and, where intended, in relation to the territory service in question. Access to all aftercare comes at a price , even at the time of dismissal or in the immediately following phase, on the basis of the person's well - being and individual care obligations.

Aftercare, if prevalently carried out in group prevention therapy, with a limited number of participants, requires individuals to complete a residential, semi-residential or outpatient therapy course. The main objectives of the course are:

- maintain and consolidate their emotional, relational, and behavioral changes;
- monitor the progress of social and labor reinsertion;
- sustain curative behaviors and relationships compatible with a free life style of support;
- offer a space for continuity , confrontation and reference to time.

The Aftercare service represents an opportunity for support offered by the community , as opposed to residential treatment, and is a qualifying element of the intervention model, aimed at sustaining stability in long-term outcomes and the person's progress in autonomy over time.

21. CLINICAL RISK MANAGEMENT PROCEDURE

The Structure has a structured procedure for managing clinical risk, aimed at guaranteeing the safety of the accompanying person and staff for the duration of the therapeutic-rehabilitation course. Risk management is intended as a **systematic and continuous process** , integrated into service organization and into daily clinical practice, aimed at prevention, monitoring and improving safety conditions.

There are specific internal protocol formalities for the management of the main areas of the risk, in particular:

- infectious risk;
- self-injurious behavior and suicidal risk;
- condone aggressive behavioral crisis situations;
- , maintenance and supervision of the self-administration of the pharmacy, with respect to medicine prescribing and internal procedures

Objectives of the sound clinical risk management procedure:

- promote a conducive culture of security all 'within the Community ;
- individualize, assess and monitor the present risk of community conflict;
- ridicules the probability adverse events contain the consequences of critical situations;
- guarantee a smooth, tempestuous and traceable internal communication between operators.

The Structure pursues tali obiettivi across:

- a periodic mapping of the 'arrangement of operative procedure;
- l 'adozione of the lines of internal guidance revolt against the staff and all persons accompanying;
- the continuous training of security, prevention and emergency management personnel;
- l 'informazione della persona accolta e, where intended, dei familiari, attraverso il informato consensus;
- the presence of adequate coverage assuring the guardianship of the patient, operator and volunteer (RCT/RCO with a maximum of 1,000,000.00 € and Police infortuni)
- the collaboration with professionals qualified in security and prevention.

The structure guarantees respect for the applicable regulations in terms of safety and security without interruption of work and environment.

If you verify clinical conditions or unmanageable risk situations within community thesetting , you will find specific emergency protocol actions and calls to the competent health service, in relation to the territorial service.

22. EMERGENCY MANAGEMENT PROCEDURE

The structure provides a formalized **emergency management piano** , finalized under the supervision of the support person, the staff and some community space.

The Piano defines the operative procedure to be dealt with in the event of a natural emergency:

- health and clinical (eg emergency medicine, psychiatric or behavioral);
- structural and environmental (ad es. fire, evacuation, accidental events).

The Piano offers in particular:

- an internal regulation of emergency procedures, knowledge of the personnel and proper compliance with the person;
- the individualization of the emergency management operator, with definite responsibility;
- the presence of the personnel in the service during the prescribed hourly schedule, including the scheduled nights, secondly the organization of the tours;
- the definition of emergency services, including the procedure for evacuation and the activation of relief services.

The emergency procedure is based on **periodic review** and is integrated with the training **and briefing of staff** , in order to ensure operational promptness, coordination of interventions and containment of risk in critical situations.

23. CLAIM MANAGEMENT

The Community warrants to all persons acquainted with, acquainted with and informed of the possibility of submitting observations, statements, proposals or claims regarding the conduct, attitude, situation or misuse of the Service.

I claim can be presenting process:

- telephone communications;
- written communication (written letter or e-mail) shall be addressed to the Structure Manager.

I claim to be presenting within 15 days from the time when the 'interested person has come to know of the 'event oggetto della segnalazione.

Ogni claim comes:

- formally received the second registration and internal procedure;
- funding by the Structure Responsible, possibly in collaboration with the team;
- oggetto di response all 'interested, no time expected from the procedure.

The Community if it challenges the management and claims in an accessible, simple and timely manner, clarifying the applicable standards and modalities of service delivery.

Claims and reporting are a tool for continuous quality monitoring and improvement, contributing to the review of organizational practices and interventions that are necessary.

24. ACCESS ALL DOCUMENTATION

The Community guarantees everyone the right to access the administrative and health documents protected by them, in accordance with the applicable regulations on the protection of privacy and the protection of personal data.

to Access the documentation includes previous **rich writing in letter libera** , directed to the administrative office of the Association L 'Arcobaleno. The applicant must consent to the identification of the applicant and the documents required for access and, if necessary, demonstrate his or her ability to present himself or herself.

The richiesta should contain:

- i dati identificativi of the rich;
- l 'indication of rich documents or of elements useful to the parrot experiment;
- the motivation of the 'direct, concrete and current interests envisaged by the regulations;
- data and firm.

Access clinical person's the to respect with guaranteed is documentation health to when provided, be may and care appropriate , with the support or mediation thereof , in order to promote an accurate understanding of the content.

Except for properly motivated motivation and communication to all interested parties, the documentation will not be available within 30 days of the receipt of the acquisition. The slogan of the documentary has a simple cost added to the rich.

The Structure Responsible guarantees the implementation of the access procedure, the proper management of the documentation and the custody of the preservation of the information.

For information and for the presentation of the richness it is possible to contact the administrative headquarters of the Community beyond and for an official recap.

25. STANDARD OF QUALITY TO CONTINUOUS E MIGLIORAMENT

The Community has adopted a quality management system based on its standardized operational procedures, monitoring procedures and periodic verification processes, in order to guarantee consistency, transparency and effectiveness of interventions, in line with the organizational criteria of the Community of Capodarco.

The Service performs internal programmatic verification (audit) to:

- monitor the 'application of operating procedures;
- value the coherence of interventions with respect to the objectives of therapeutic-rehabilitative projects;
- verify the 'adequacy' of the organization and of the working practices;
- individuals pointed to the force and area of miglioramento.

The internal verification reported the 'analysis of documentary evidence and the 'elaboration of any reports of non-conformity. In the presence of definite corrective and preventive measures, this may include adjustment of the procedure, specific training of the staff or redefinition of the operative modality. The efficacy of the interventions is successively monitored.

The results of this verification and the mission of improvement are consistent with this, promoting diffuse responsibility and an organizational culture oriented towards continuous improvement.

The Community guarantees the standard of quality relative to:

- security of the accompanying person and staff;
- greeting and environmental care;
- social and administrative information ;

- assuring coverage to the guardianship of the person accompanying, operating and voluntary.

So intended in this periodic diversity revolt all persons, I familiar, I serve invited and personal, beyond structural questions and moments of confrontation. The data contributed to the value of perceived quality and guided the organizational and project selection.

staff and guarantees comprehensive psychological supervision , which is recognized as an essential component of the quality of the intervention, the supervision of professional relationships and clinical skills.

The operational procedure, clinical protocols, audit plans, documentation relating to security, staff training and quality management are preserved in the structure and available for consultation by the competent authority for verification, authorization and accreditation.

26. SERVICE GUIDE – HOW TO REACH US

Designation of the Service

Association L' Arcobaleno Therapeutic-Rehabilitative Residential Structure for Pathological Dependencies

Address

Montotto Second Communal Street (Via Montotto II)
63900 – Fermo (FM)

Contact

Tel/Fax: 0734 678060
E-mail: e.africani@comunitadicapodarcofermo.it
arcobaleno.fermo@gmail.com
Website: www.arcobalenocommunityfermo.it

Accessibility

The structure has reserved parking and is accessible to persons with disabilities, in accordance with the applicable regulations regarding the removal of architectural barriers.

Instructions for the location of the headquarters

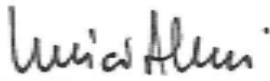
The structure is based on the main road and highway connections, in particular the A14

road of Porto Sant 'Elpidio and the Fermo–Porto San Giorgio, according to the directions for Fermo and successively for Contrada Montotto For the location of the headquarters, online map reference is available near “*Association L 'Arcobaleno ETS – Fermo*” its main navigation service.

Fermo, li 25 November

The President

Vinicio Albanese

A handwritten signature in dark ink, appearing to read 'Vinicio Albanese', written on a light-colored background.